



# U.S. Chemical Safety and Hazard Investigation Board

**SUBJECT:** Travel Policy

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1. **PURPOSE.** This Board Order provides policy and procedures for the U.S. Chemical Safety and Hazard Investigation Board (CSB) and its staff to travel in support of the CSB Mission and be reimbursed in adherence with the Federal Travel Regulation (FTR) contained in [Title 41 Code of Federal Regulations \(CFR\), chapters 300 through 304](#). This policy is intended as a supplement to provide CSB-specific guidance where applicable to facilitate and standardize a safe and cost-effective method for travelers to perform job-related travel in a manner that is financially advantageous to the Government, as determined by the approving supervisor, and takes safety into consideration, and where allowable, convenience for the traveler.
2. **EFFECTIVE DATE.** This Board Order is effective upon passage by the Board.
3. **SCOPE.** This Board Order applies to all current and prospective CSB employees who are traveling in connection with official government business (Local, Temporary Duty (TDY), Invitational, Foreign, Pre-employment, and Emergency). For pre-employment interviews, Board Order 5 is the governing policy. For new employees (referred to as “new appointees” in Board Order 6 (referenced below)), Board Order 6 is the governing policy. For foreign travel, Board Order 45 is the governing policy. When traveling to deliver a presentation, an *Outreach Vetting* form (CSB-BF-003)<sup>1</sup> must first be completed and approved in accordance with Board Order 46. This policy (Board Order 49) should be applied to Board Orders 5, 6, and 45, where appropriate. Board Order 32 governs reasonable accommodations, which are intended to assist qualified disabled employees and may provide the traveler with options not otherwise routinely authorized. Travel authorizations specific to chemical incident deployments are addressed in Appendix A. The list of Approved Travel Frequently Asked Questions and Answers are contained in Appendix B. The *Request for Acceptance of Payment from Non-Federal Source* form (CSB-ADMIN-004) is attached as Appendix C.
4. **REFERENCES.**
  - a. [FTR - 41 CFR Chapters 300-304](#) (The FTR is the regulation contained in 41 CFR Chapters 300 through 304, which implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel at Government expense.)
  - b. [5 CFR Part 735 – Employee Responsibilities and Conduct](#) (Regulations that govern the civil service.)
  - c. [5 CFR Part 2635 – Standards of Ethical Conduct for Employees of the Executive Branch](#) (Regulations that establish government ethics.)
  - d. [OMB Circular A-123](#) *Management’s Responsibility for Internal Control* (A circular that defines the management responsibilities for internal controls in Federal agencies.)
  - e. [OMB Circular A-123, APPENDIX B](#) *A Risk Management Framework for Government Charge Card Programs* (Revised information updating the Government Charge Card Program)
  - f. [Executive Order 13589](#) -- Promoting Efficient Spending (November 9, 2011), Section 3 (Travel)

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<sup>1</sup> The CSB forms named in this Board Order can be found on the [CSB SharePoint forms page](#).

- g. [U.S. Chemical Safety and Hazard Investigation Board, Board Order 5: Payment of Pre-Employment Interview Expenses](#)
- h. [U.S. Chemical Safety and Hazard Investigation Board, Board Order 6: Travel and Transportation Expenses of New Appointees](#)
- i. [U.S. Chemical Safety and Hazard Investigation Board, Board Order 32: Reasonable Accommodation Procedures](#)
- j. [U.S. Chemical Safety and Hazard Investigation Board, Board Order 42: Internal Transfer, Reassignment, and Changes in Duty Station and Remote Classification](#)
- k. [U.S. Chemical Safety and Hazard Investigation Board, Board Order 45: Foreign Travel](#)
- l. [U.S. Chemical Safety and Hazard Investigation Board, Board Order 46: Advocacy Program/Drivers of Critical Chemical Safety Change](#)

## **5. DEFINITIONS.**

- a. **Local Travel** – Travel in connection with official government business that is 30 miles or less ( $\leq 30$ ) from the official or permanent duty station or home of record.<sup>2</sup> An exception specific to multi-day Agency All-Hands meetings and Office of Investigations and Recommendations meetings is detailed below in Section 6.d.(3).
- b. **Invitational Travel** – As defined in [41 CFR 300-3.1](#), authorized travel of individuals either not employed or employed (under [5 U.S.C. 5703](#)) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government.
- c. **Travel Status** – From the time the traveler begins official travel as defined in [41 CFR 300-3.1](#) from the authorized starting point until the traveler returns to the authorized end point. This does not include taking leave enroute or other authorized non-travel-related breaks.
- d. **Emergency Travel** – While in a TDY travel status, a travel category resulting from (a) the traveler becoming incapacitated by illness or injury not due to the travelers own misconduct, (b) a death or serious illness of a member of the travelers family, or (c) a catastrophic occurrence or impending disaster, such as a fire, flood, or act of God, which directly affects the traveler's home, as stated in [41 CFR 301-30.1](#) that allows for the approval of emergency travel expenses. Other emergencies may be included in this travel category as determined on a case-by-case basis for the purpose of approving emergency travel expenses.

## **6. POLICY.**

- a. **Payment of Travel from a Non-Federal Source.**

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<sup>2</sup> For purposes of this policy, as all CSB employees are remote workers, their official worksite/official station/permanent duty station (PDS) is the physical address of their home of record/residence.

- (1) Upon approval of a completed *Outreach Vetting* form (CSB-BF-003) as required by Board Order 46, the CSB employee/traveler must complete and submit a *Request for Acceptance of Payment from Non-Federal Source* form (CSB-ADMIN-004) to the Designated Agency Ethics Official (DAEO) in accordance with [41 CFR 304-5.2](#).
- (2) The DAEO will review the form and make an Agency determination guided by all relevant considerations to include government ethics requirements and factors found in [41 CFR 304-5.3](#).
  - (a) If the DAEO approves the request, which may include additional travel requirements or limitations, the traveler will attach the approved form to the travel authorization.
  - (b) If the DAEO does not approve the request and the official business requiring travel is still authorized, the traveler will follow the normal process for CSB travel as governed by the FTR and this Board Order.

**b. Travel Arrangements.**

- (1) Travelers must have an approved authorization before incurring any travel expense in accordance with the requirements of [41 CFR 301-2.1](#).
- (2) Arranging for travel should be executed in accordance with [41 CFR 301-50](#). Travel arrangements should be made through the designated electronic travel system (ETS)<sup>3</sup>. When practicable, ETS travel authorizations will be completed and submitted to supervisors<sup>4</sup> ten or more business days in advance of the travel date. This action is necessary to allow supervisors, the Office of Financial Operations, and the traveler the time to make changes to arrangements and include supporting documentation required for travel. The traveler may use the services of the Travel Management Center (TMC)<sup>5</sup> to assist in ‘unique’ or emergency situations when the traveler needs to request advance ticketing on an ‘unapproved’ authorization within 24 hours of departure. After a travel authorization has been approved, the TMC may be contacted to change a ticket for emergency situations, an agency business need/schedule change, and/or when it will be financially advantageous to the government (e.g., reduce travel compensation time or overtime, etc.)
- (3) When preparing the travel authorization, the traveler should estimate travel expenses. In accordance with [41 CFR 301-71.103\(e\)](#) the travel authorization provides an **“estimate of the travel costs.”** For the travel authorizations, when entering planned travel expenses into the ETS, as they are estimates<sup>6</sup>, no documentation is required to support the expense amounts in the travel authorization process.
- (4) Travelers should determine if lodging taxes apply in the state to which they are traveling<sup>7</sup>. If traveling to a state that exempts federal travel from taxes, the traveler should acquire the applicable hotel tax exemption form and submit it to the hotel in

<sup>3</sup> ConcurGov is the CSB’s Electronic Travel System (ETS).

<sup>4</sup> There may be specially designated “supervisors” for Board Members, Senior Executives, and the Director of Administration.

<sup>5</sup> National Travel is the CSB’s Travel Management Center (TMC).

<sup>6</sup> For consistency, fare estimates for taxis, Ubers, Lyfts, etc. should come from <https://ride.guru/>

<sup>7</sup> The GSA catalogues tax information by state: <https://smartpay.gsa.gov/smarttax/tax-information-by-state/>

- which they are staying and then make a good faith effort to ensure the taxes were removed from the lodging invoice.
- (5) When traveling to or from a location other than their official duty station or home of record (referred to as ‘alternate travel arrangements’), the traveler must provide a travel cost comparison to their approving supervisor. If the alternate travel arrangements result in a lower cost to the government than traveling to or from their official duty station or home of record, the approving supervisor will approve the travel for full reimbursement. If the alternate travel arrangements exceed the cost of travel from their duty station or home of record, the traveler will only be reimbursed up to the cost of traveling to or from their official duty station or home of record. The traveler must include a comment per section 6.n.(2) below explaining what was approved to be reimbursed. No other documentation is required. As this is official government travel, all travel arrangements, to include alternate travel arrangements, will be done in the ETS and, for consistency, the ETS rates will be used in the above-mentioned cost comparison, unless the traveler identifies a better rate outside of the ETS.
- c. **Local Travel.** Local travel does not require a travel authorization, but it does require a supervisor’s pre-approval. With the exception of Section 6.d.(3) below, per diem is not allowed for employees working at their permanent duty station or within the local travel area surrounding the permanent duty station. If local travel is essential to the transaction of official CSB business, supervisors may authorize local travel and approve reimbursement for transportation expenses that employees incur while conducting official business in their local area.
- d. **TDY Per Diem<sup>8</sup> Expenses and the 12-Hour Rule.**
- (1) [41 CFR 301-11.9](#) states that per diem or actual expense entitlement starts on the day the traveler departs their home, office, or other authorized point and ends on the day the traveler returns to their home, office or other authorized point.
- (2) For travel outside of the local area that is authorized for overnight lodging, travel expenses and per diem generally apply.
- (3) Overnight lodging is always authorized for multi-day Agency All-Hands meetings or Office of Investigations and Recommendations meetings, regardless of the business location. In this case, when the traveler elects to use overnight lodging, travel expenses and per diem are authorized as TDY travel.
- (4) For single-day travel, to be eligible for per diem expenses the traveler must be in a travel status for more than 12 hours per [41 CFR 301-11.1](#)
- (5) Specifically, for single-day travel, per diem is always authorized when the authorized method of travel is Common Carrier Transportation and is ticketed via the ETS or through the TMC. (This authorization does not apply to commuter rail, bus, and other intra-city transportation.) Due to prudent traveler arrival times (currently 2 hours before departure), transportation to and from the transportation center, and transportation to and from the TDY site, CSB policy is that this will always take more than 12 hours.

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<sup>8</sup> The GSA catalogues per diem rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

- (6) When a car is used as the authorized method of travel for single-day travel, the following formula will be used to make this determination prior to approving the authorization:

$$(\text{Distance to TDY destination in miles} \times 2 / 30 \text{ mph}) + \text{gov't business hours} + 1 \text{ hour allowance} = x \text{ hours}$$

If x is greater than 12, the traveler is eligible for per diem expenses.

- (a) The distance is multiplied by two to cover travel to the TDY site and back.
- (b) 30 mph is the average speed, including driving in town, on an interstate, and in traffic congestion.
- (c) Government business is the reason for travel and includes, but is not limited to, conferences, meetings, training, interview location, etc., and does not include ANY travel-related time.
- (d) The 1-hour allowance includes, but is not limited to, walking to the car, parking, calling a taxi/Uber/Lyft/etc.
- (e) 30 mph and 1 hour allowance are constant and cannot be changed.

Example: The traveler is leaving from home to attend training at a hotel that is 75 miles away. The training is scheduled for 8 hrs.

$$(75 \text{ miles} \times 2 / 30 \text{ mph}) + 8 \text{ hours} + 1 \text{ hour}$$

$$5 \text{ hours} + 8 \text{ hours} + 1 \text{ hour} = \underline{14} \text{ hours...traveler IS eligible for per diem expenses}$$

- (7) If per diem is not authorized for travel based upon the formulas above, but the actual travel had additional unaccounted for delays causing the actual travel status to exceed 12 hours, per diem expenses will be paid.

e. **Authorized Methods of Transportation in order of Government Preference ([41 CFR 301-10.5](#)).**

- (1) The transportation methods below are the primary methods of transportation to get to the TDY destination. This section does not address the need for a rental car or other conveyance once at the TDY destination.
- (a) Common Carrier Transportation (e.g., aircraft, train, bus, ship, or other transit system) [41 CFR Subpart B \(301-10.100 – 301-10.190\)](#) applies.
    - (i) Contract City Pair Program fare – **required**, unless one of the limited exceptions in [41 CFR 301-10.111](#) exists and must have supervisor approval. For CSB policy purposes, when your flight is the same day as your official business is taking place, if your travel status must start before 8:00 a.m. local time, exception [41 CFR 301-10.111\(b\)](#) may be applied.

- (ii) Non-contract fare – must meet the requirements of [41 CFR 301-10.112](#) and must have supervisor approval.
  - (b) Special Conveyances (rental cars, taxis, TNC, innovative mobility technology company, etc.) [41 CFR Subpart E \(301-10.400 – 301-10.453\)](#) applies. See additional information on rental cars below.
  - (c) Privately Owned Vehicle (POV) – Use of a POV must be at the request of the traveler (cannot be required by the Government). [41 CFR Subpart D \(301-10.300 – 301-10.310\)](#) applies.
- (2) The methods of transportation above are in order of normal government preference. Per [41 CFR 301-10.4](#), the supervisors will consider the following factors when selecting/authorizing a method of transportation without additional justification documentation or comment:
- (a) most expeditious means practicable
  - (b) commensurate with the nature and purpose of duties
  - (c) total cost to the government
    - (i) per diem
    - (ii) overtime (specifically does not include travel to and from the TDY location)<sup>9</sup>
    - (iii) lost worktime (to include developing/providing pre-authorization justifications)
    - (iv) actual transportation costs (vehicle cost, parking, etc.)
  - (d) total distance traveled
  - (e) number of sites visited
  - (f) number of travelers
- f. **Rental Cars** ([41 CFR 301-10.450 – 301-10.453](#)).
- (1) Supervisors may authorize rental cars for use at the TDY location without additional justification documentation or comment. The supervisor will consider such factors as the location of the business activity and the lodging location, the availability of hired conveyance at the TDY location, the need to carry equipment or baggage to support the activity, and the availability of locations to obtain meals at the lodging location and/or location of the business activity. Travelers are always authorized to rent cars when traveling to multiple and/or remote locations. The rental car authorization covers the entire duration of the TDY authorization, including weekend days or holidays that occur during the time period of the TDY authorization, but only for government business/travel.
  - (2) Travelers must use the least expensive compact car available unless an exception for another class of vehicle is approved by the supervisor per [41 CFR 301-10-450\(c\)](#).

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<sup>9</sup> ‘Travel compensation time’ is used when normal workday time is exceeded during travel to and from the TDY location.



Excluding deployments<sup>10</sup>, when an exception is authorized, a comment must be included in the travel voucher in accordance with section 6.n.(2) below. Authorized exceptions include:

- (a) When the cost of other than a compact car is less than or equal to the cost of the least expensive compact car.
- (b) Medical disability, special need, and/or reasonable (“special”) accommodation.
- (c) Whenever more than 2 employees are traveling together.
- (d) Whenever there is a large amount of Government material relevant to their official business,
- (e) For safety reasons, such as extreme weather or rough/difficult terrain.

**g. Parking (Common Carrier Terminals, Hotels, etc.).**

- (1) Common Carrier Terminal (typically airports) Parking - For purposes of compliance with [41 CFR 301-10.308](#), the CSB has selected the cost of a taxi to be the expense comparison for common carrier terminal parking. For policy purposes, the CSB has determined that 7 days of parking<sup>11</sup> at a common carrier terminal is less than the cost of a taxi and is authorized without additional justification documentation or comment. Timeframes exceeding 7 days require a documented cost comparison, prior to travel authorization approval.
- (2) Hotel Parking - For the safety of the traveler, parking at lodging location/hotel and/or TDY venue is always authorized without additional justification documentation or comment. When there is no parking at the lodging location/hotel/TDY venue, the closest parking available is authorized. Valet parking is authorized when it is the only option at the TDY venue or is at no additional cost to the government (above what the normal parking would be).

- h. Invitational Travel.** Travel allowances authorized for invitational travel are the same as those normally authorized for CSB employees in connection with TDY and should follow this policy. Travel will be authorized by whichever office director or executive (or their designees) retains the service of the traveling individual.
- i. Foreign Travel.** When foreign travel is required, consult Board Order 45. Travel will be authorized by the Chairperson or Reviewing Board Member (RBM), as appropriate. This policy should be applied to Board Order 45, where appropriate.
- j. Pre-employment Travel.** As a matter of CSB policy, in addition to interviewees performing pre-employment interview travel as authorized by [41 CFR 301-1.3\(b\)](#), this Order also authorizes any other travel expenses (excluding relocation – see Board Order 5) incurred for official agency-authorized purposes for personnel who have accepted a job offer until the date of their entrance on duty (EOD). An example of this would be travel for pre-employment physical examinations. Travel allowances authorized for

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<sup>10</sup> Rental cars requirements for deployments are addressed in Appendix A.

<sup>11</sup> This authorization does not include valet parking at the airport.



“interviewees”<sup>12</sup> or personnel who have accepted a job but are not yet officially ‘onboard’ are the same as those normally authorized for CSB employees in connection with TDY and should follow this policy, where appropriate. When needed, the hiring authority will coordinate with the Human Resources Director to authorize the travel in accordance with Board Order 5.

**k. Emergency Travel ([41 CFR 301.30](#) and [41 CFR 301.70 Subpart F](#)).**

- (1) As required by [41 CFR 301-70.500\(a\) and \(c\)](#), when a traveler in TDY travel status has an emergency, as defined in [41 CFR 301-30.1](#), that will require an interruption or discontinuance of TDY travel, the traveler is authorized (as allowed by [41 CFR 301-30.4](#)) the following emergency travel expenses, as needed:
  - (a) Per diem at the location where the traveler incurred or was treated for incapacitating illness or injury for a reasonable period of time (up to 14 calendar days). However, the Chairperson or designee may authorize payment for a longer period.
  - (b) Transportation and per diem expense for travel to an alternate location to receive medical treatment.
  - (c) Transportation and per diem expense to return to your official station.
  - (d) Transportation costs of a medically necessary attendant.
- (2) Upon request for emergency travel by the traveler for an emergency that is not addressed or there is some question as to whether or not it is addressed by [41 CFR 301-30.1](#), the Chairperson or designee will make a case-by-case determination if the traveler’s situation warrants payment for emergency travel expenses as required by [41 CFR 301-70.500\(b\)](#).
- (3) As required by [41 CFR 301-70.500\(d\)](#) the Chairperson or designee will make a case-by-case determination for when and if the definition of “immediate family” in [41 CFR 300-1.1](#) may be extended.
- (4) See [41 CFR 301-30.5](#) and [41 CFR 301-70.502](#) for specific expenses that are **not** authorized for payment.

**l. Other Authorized Expenses Not Included in the Travel Authorization.**

**(1) Use of Hired Conveyance.**

- (a) Travelers on authorized TDY travel may be authorized the use of hired conveyance to obtain meals when no restaurant facilities are available at the lodging location or within ¼ mile of the lodging or business activity location, or if the travel to the meal is unsafe (e.g., dangerous neighborhood, you must cross an interstate). [41 CFR 301-10.420\(a\)\(2\)\(iv\)](#) allows that travelers may use Taxis/Uber/Lyfts/etc. to obtain meals at the nearest available place when the

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<sup>12</sup> FTR Defines “interviewee” as “An individual who is being considered for employment by an agency. The individual may currently be a Government employee.”

nature and location of the official business or the lodging at a TDY location are such that meals cannot be obtained there. For purposes of CSB policy and personnel health and safety concerns, the definition of a ‘meal’ excludes fast-food dining. This allows travelers to go to a restaurant even if a fast-food facility is closer; however, if a fast-food facility is closer, and the traveler desires to eat fast-food instead of traveling to a restaurant, that is also authorized.

- (b) This authorization also applies to food delivery services<sup>13</sup> (e.g., DoorDash, GrubHub, Uber, etc.) when no restaurant facilities are available at the lodging location or within ¼ mile of the lodging or business activity location, or if the travel to the meal is unsafe.
  - (c) You must include a comment per section 6.n.(2) below in your travel voucher explaining why such transportation was necessary.
- (2) **Tips.** CSB policy (per [41 CFR 301-10.420\(a\)](#) and [41 CFR 301-10.421](#)) authorizes tips for a taxi, transportation network company, innovative mobility technology company, shuttle service, courtesy transportation driver, or valet parking attendant, not to exceed 25%.
- (3) **Government Travel Card (GTC) Cash Advances/ATM Fees ([41 CFR 301-51.200](#)).** GTC cash advances are authorized when it is necessary to use cash for **travel expenses** due to technology (or other) issues that make it impractical to use a government travel card. When it is necessary for a GTC cash advance, ATM fees are an authorized expense for reimbursement. The following restrictions apply to GTC cash advances/ATM usage:
- (a) May only be used during authorized travel dates; and
  - (b) Cash advances are limited to no more than \$200 for the entire TDY duration.
- (4) Should additional cash advance funds be needed, the traveler must make the request to the Agency/Organization Program Coordinator (A/OPC). It is always the traveler’s responsibility to follow GTC guidance and to pay all charges and fees and reconciling your account by the billing cycle due date. Failure to do so may result in loss of GTC privileges and/or punitive action.<sup>14</sup> [OMB Circular A-123, Appendix B](#), has additional information on Government Travel Cards.

**m. Reimbursement.**

- (1) Travelers should submit a travel claim<sup>15</sup> within 5 working days of completing Official Travel or every 30 days when in a continuous travel status per [41 CFR 301-52.7](#). The FTR requirements of a travel claim are that the traveler provides the travel authorization (automatically provided in the ETS) to include receipts for lodging and any expenses that exceed \$75 that were authorized per [41 CFR 301-52.4](#) and [41 CFR 301-11.25](#). Additionally, the ETS internal logic requires receipts for common carrier (usually airfare) and rental cars regardless of their cost. No other receipts are required

<sup>13</sup> The meal is not authorized for reimbursement. Only the food delivery service is authorized for reimbursement.

<sup>14</sup> [https://citibank.com/tts/sa/federal-government-benefits/assets/docs/gsa\\_travel\\_cardholder\\_guide.pdf](https://citibank.com/tts/sa/federal-government-benefits/assets/docs/gsa_travel_cardholder_guide.pdf)

<sup>15</sup> Also referred to as a travel voucher.

- for a TDY travel claim. As an example, specific to the ‘\$75 rule,’ when driving a POV, if the mileage equates to an expense of \$75 or less, no supporting documentation is required for reimbursement. However, if the mileage exceeds \$75, a map (from Google Maps, MapQuest, etc.) must be provided in the travel voucher as supporting documentation. As another example, when taking a taxi or Uber/Lyft/etc. during official travel, if the fare is \$75 or less, no receipt is required.
- (2) Travelers shall be reimbursed by the CSB for all reasonable and necessary travel expenses associated with Official Travel. All items on the miscellaneous list of expenses in [41 CFR 301-12.1](#) that are not addressed in this policy that have been specifically authorized by the supervisor are authorized for reimbursement. Only travel-related expenses may be claimed via a TDY voucher. Approved nontravel-related expenses must be claimed via a local voucher. For local vouchers, the ‘\$75 rule’ applies to travel-related expenses. Otherwise, for nontravel-related expenses, receipts are required for all expenses, including those of \$75 or less (e.g. bottled water, office supplies, gym fee reimbursements, etc.).
  - (3) When attending conferences, travelers are not required to reduce their meals and incidental expenses (M&IE)/per diem when conference organizers provide coffee, fruit, and/or pastries, etc. CSB policy excludes these items from the definition of a ‘meal.’

**n. ETS Comments Required to be in Travel Authorizations and/or Vouchers.**

- (1) Comments are never required for standard travel expenses. Standard travel typically includes the following expenses:<sup>16</sup>
  - (a) Travel from the home of record, official station, or PDS to the common carrier terminal<sup>17</sup>: this may include a traveler using a taxi or TNC or driving their POV;
  - (b) Common carrier travel;
  - (c) Normal baggage fees, when baggage is checked;
  - (d) Travel from the common carrier terminal to the lodging or TDY site;
  - (e) Lodging (and lodging taxes, when applicable [for vouchers, not authorizations]);
  - (f) Travel between the lodging site and the TDY site;
  - (g) Travel from the lodging or TDY site to the common carrier terminal
  - (h) Normal baggage fees, when baggage is checked;
  - (i) Parking, when parking a POV at the common carrier terminal; and
  - (j) Travel from the common carrier terminal to the home of record, official station, or PDS.

<sup>16</sup> The expenses are listed in the order in which they typically occur during travel. This is why ‘baggage fees’ is listed twice (sections 6.n.(1)(c) and 6.n.(1)(h)) just as they would typically appear twice in the travel voucher.

<sup>17</sup> When the traveler’s approved transportation method per section 6.e. are special conveyances or a POV, standard travel expenses include those travel expenses between the PDS and the special conveyance site (if applicable) or between the PDS and the Lodging or TDY location when the transportation method is a POV, as applicable. In these situations, ‘Common Carrier’ related expenses do not apply as standard travel expenses.

- (2) The traveler must provide clarifying comments for non-standard travel situations<sup>18</sup>, such as:
- (a) explaining the intentional omission of a standard travel expense listed above;
  - (b) using a departure/arrival location that is not the official duty station or home of record per section 6.b.(5);
  - (c) when an exception to renting the least expensive compact car available is authorized per section 6.f.(2) (excluding deployments);
  - (d) ‘no cost’ upgrades;
  - (e) additional travel authorizations approved in a reasonable accommodation (see [41 CFR 301-70, Subpart E](#) and Board Order 32),
  - (f) when using hired conveyance to obtain meals or food delivery services per section 6.l.(1) above;
  - (g) when a personal charge card is used instead of the government travel card for reimbursable travel-related expenses; and
  - (h) specific travel-related approvals<sup>19</sup> for justifications<sup>20</sup> made to the supervisor that are not already addressed/pre-approved in this Board Order.
- (3) When attending a conference, training, or other event in which the CSB paid a fee that includes meals<sup>21</sup>, comments should be included to say that meals were furnished and specify which meals.<sup>22</sup>
- (4) When the CSB authorizes the acceptance of a meal (e.g. at a conference, meeting, etc.), comments should be included to say that acceptance of a meal was authorized by the CSB and specify which meals (footnote 21 applies to this as well).
- (5) For CSB deployments, all of the authorizations allowed in Appendix A are pre-authorized by this policy and only require “Deployment” to be in the comments for travel authorizations and vouchers.

## **7. RESPONSIBILITIES.**

- a. **Travelers:** Request authorization, travel, and seek reimbursement as governed by the FTR and this Board Order. If the traveler needs something different or in addition to what is in their approved travel authorization for which reimbursement is desired, the traveler acquires additional approvals from the supervisor, unless it is addressed in the attached Frequently Asked Questions and Answers. Request supervisor approval of additional authorizations for travel-related expenses that require an exception or justification that do

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<sup>18</sup> Comments can be included in Concur in several ways, to include but not limited to individual comments in the approval text boxes in the travel voucher or as an attached e-mail with the comments addressed/approved by the supervisor, etc.

<sup>19</sup> Only a comment on the approval is required, not the justification or additional justification documentation. The justification is between the traveler and the approving supervisor. No justification documentation should be included in the travel voucher.

<sup>20</sup> These are typically demonstrations that a travel-related expense is more financially advantageous to the government or a confirmation that if that is not the case, the traveler will pay the additional cost.

<sup>21</sup> Also referred to as “government furnished meals”

<sup>22</sup> Per [41 CFR 301-11.18](#), The M&IE allowance must be adjusted for meals furnished to you by the Government by deducting the appropriate amount shown at <https://www.gsa.gov/mie>.

not have a specific location in the ETS. If approved, enter the information, including the supervisor approval, in the authorization in the ETS.

- b. **Supervisors:** Review travel authorization requests for accuracy and compliance with this Board Order. Authorize/approve travel, travel expenses, and vouchers/reimbursement in accordance with the FTR and this Order. Authorize emergency travel as defined in Section 5.d above and in accordance with the requirements of Section 6.k. above. Address any additional travel needs or any travel issues resulting from the authorization and/or reimbursement they approved. Respond to traveler requests for travel-related expense authorizations that require an exception or justification that does not have a specific location in ETS.
- c. **Designated Agency Ethics Official (DAEO):** Reviews *Request for Acceptance of Payment from Non-Federal Source* forms (CSB-ADMIN-004) and provides an Agency determination in accordance with the FTR and this Board Order.
- d. **Office of Financial Operations (OFO):** Processes the travel authorization after verifying the availability of funds, applies the appropriate accounting codes, adds vetting approval information (for advocacy/outreach travel), if required, and processes the approved travel voucher upon completion of travel. Additionally, ensures travel voucher documents comply with the FTR and this Board Order and that reimbursements are correct and accurate. Answers any questions about the use of the ETS (e.g., where to enter or review justification/exception information). May ask clarifying questions of a traveler when necessary and must copy the approving supervisor when doing so. Addresses any issues with the approving supervisor. **Cannot override a supervisor's approval, require additional information or documentation beyond what is required by the FTR and/or this Board Order, or delay the processing of a travel authorization or voucher due to a disagreement with the approving supervisor or to require additional documentation beyond what is required by the FTR and/or this Board Order.** Disagreements between OFO staff and supervisors should immediately be brought to the OFO Director for resolution. The OFO Director may delay or suspend the processing of a travel authorization or voucher solely based upon non-compliance with the requirements of the FTR and/or this Board Order.<sup>23</sup> The issue should be resolved as soon as possible to reinstate the timely processing of the travel authorization or voucher. No issue may take longer than five workdays for resolution. This authority may not be delegated.
- e. **Director of Administration:** At the request of the OFO Director or in the OFO Director's absence, may delay or suspend the processing of a travel authorization or voucher solely based upon non-compliance with the requirements of the FTR and/or this Board Order. The issue should be resolved as soon as possible to reinstate the timely

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<sup>23</sup> OFO is not a decision-maker with regard to the approval of a travel or travel reimbursement. That is the responsibility of the approving supervisor. OFO is solely responsible for ensuring available funds prior to travel, assigning appropriate accounting codes, and that travel authorizations or vouchers comply with the FTR and this Board Order.

processing of the travel authorization or voucher. No issue may take longer than five workdays for resolution. This authority may not be delegated.

- f. **Office of Human Resources:** Follows the provisions of this Board Order, where appropriate, in the execution of Board Orders 5 and 6. Confirms approved reasonable accommodations related to travel upon request without providing any confidential medical information per Board Order 32.
- 8. **REVIEW AND UPDATE.** The Office of Financial Operations (in consultation with the other Office Directors and the Chairperson) will be responsible for reviewing this Board Order at least every 2 years and for proposing revisions to the Board when appropriate.

**U.S. CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD**

Adopted November 14, 2023; Revised March 26, 2024; Revised February 3, 2026

- APPENDIX A:       Deployment Specific Travel Authorizations**
- APPENDIX B:       Approved Travel Frequently Asked Questions and Answers**
- APPENDIX C:       Request for Acceptance of Payment from Non-Federal Source form  
(CSB-ADMIN-004)**

## BO 049 – TRAVEL POLICY APPENDIX A: Deployment Specific Travel Authorizations

In addition to the authorizations in the travel policy, the following are **automatically authorized** without additional justification documentation or comment other than “deployment” for CSB Deployments (initial and all follow-up deployment activities):

The Chairperson, the Executive Director of Investigations and Recommendations, or their designee may provide verbal travel authorizations for deployments consistent with [41 CFR 301-2.1](#).

**LOCAL AREA REDUCTION:** Because of mission and health and safety requirements, local travel for CSB deployments is reduced to travel 1 mile or less ( $\leq 1$ ) from the official or permanent duty station.

**TRAVEL MANAGEMENT CENTER (TMC):** Upon notice of deployment, deploying travelers may use the services of the TMC. One CSB employee or contractor may set up travel for all or several of the deploying travelers or travel may be set up individually. When doing so, please inform the TMC it is for a CSB deployment.

**RENTAL CARS:** “Because of agency mission” ([41 CFR 301-10.450\(c\)\(2\)](#)) any sized rental car that is requested is authorized for as many travelers as request it.

**LODGING:** “Because of mission requirements” ([41 CFR 301-11.300\(d\)](#)) lodging is always authorized at the closest available, safe hotel to the incident location, incident command center, staging area, or other designated meeting location provided the lodging rate does not exceed 300 percent of the maximum per diem allowance for the TDY location ([41 CFR 301-11.30](#)). The “actual expense rate” is always authorized and will be reimbursed when used.

**BAGGAGE EXPENSES:** Because it is “in the interest of the Government” ([41 CFR 301-12.2](#)), all fees pertaining to the first checked bag, as well as a second and subsequent bags (as needed for deployments), including excess or oversized baggage fees, charges for transferring baggage, charges for storing baggage, etc. are always authorized and will be reimbursed.

**PURCHASE OF WATER:** Though it is a non-travel expense, during deployments, the purchase of water is an expense that is authorized for reimbursement. As a ‘non-travel’ expense, regardless of the cost, a receipt is required to be submitted with the local travel voucher.

**ACCEPTANCE OF FOOD AND BEVERAGES:** Because of mission requirements and in the interest of the government, when food and beverages are otherwise unavailable or it is impractical to leave the investigation site for this purpose, if food and beverages are offered<sup>24</sup>:

- 1) Deployed personnel should make every effort to pay for food and beverages. If this occurs, there are no issues.
- 2) If, for whatever reason, payment cannot be accepted, under these unusual circumstances deployed personnel may accept. The following applies:

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<sup>24</sup> Deployed personnel shall not solicit for meals per [41 CFR 304-3.5](#).



## BO 049 – TRAVEL POLICY APPENDIX A: Deployment Specific Travel Authorizations

- a) The Investigator-in-Charge (IIC) will make the determination for the entire team of deployed personnel that food and beverages are unavailable and/or it is impractical to leave the investigation site for this purpose.
- b) **This should be thought of as ‘the exception to the rule.’** As soon as reasonably practicable, the IIC will make every effort to develop and implement a plan that eliminates extended reliance on uncompensated-for food and beverages.
- c) This will not reduce meals and incidental expenses (M&IE)/per diem per [41 CFR 301-11.200](#).

Deployment travel is generally on short notice but should be coordinated as much as is practical to meet team and individual travel needs while ensuring proper execution of the mission in an efficient and effective manner.

## **BO 049 – TRAVEL POLICY APPENDIX B: Approved Travel Frequently Asked Questions and Answers**

### **When can I submit a local voucher?**

Traveler(s) may submit local voucher for local travel performed 30 miles or less ( $\leq 30$ ) from their permanent duty station (PDS) or residence from which an employee commutes daily.

Local travel should only be performed with a supervisor's approval.

### **Will I need to complete a travel authorization for an initial deployment?**

Authorizations can be processed by a central booking person (could be administrative staff or a team member of the deployment team, etc.). Call 1-800-347-9779 to book travel if tickets need to be issued within 24 hours for non-deployments or any time for deployments.

A central booking person will call National Travel (NT) to alert them of the following when booking the group's travel:

- It is an initial deployment,
- Where the TDY location is,
- How many investigators, along with their names, will travel as a group,
- Departure airports, times and dates (NT will look for arrival airports, contract carriers, schedules, and lodging availability at the TDY location),
- Number of rental cars needed and what sizes, and

Additional travelers such as the Board, Board Affairs Specialist, and Public Affairs that may also be traveling on the initial deployment.

Always book a round-trip itinerary to save the service fee even when the return date is not certain at the booking time (we can always change the return date easily during travel).

### **Will I need to complete a travel authorization for deployment return?**

Yes. Travel authorizations need to be prepared by travelers or an administrative staff member and approved by supervisors.

### **Am I required to complete a travel authorization for non-deployment travel?**

Yes. Travel authorizations need to be prepared by travelers or other staff members and approved by supervisors at least 10 calendar days, to the extent possible, before travel to ensure travelers know what expenses will be reimbursed before they are incurred.

### **How soon will I need to cancel a reservation prior to scheduled travel?**

CSB can reimburse travelers for the TMC if trips are cancelled/changed for business reasons, weather, or emergency reasons with supervisor approval. Generally, travelers will not be reimbursed TMC fees if a trip is cancelled for non-emergency, personal reasons, or if the traveler (or individual making travel arrangement) forgets to cancel a reservation in a timely manner.

## **BO 049 – TRAVEL POLICY APPENDIX B: Approved Travel Frequently Asked Questions and Answers**

If any part of your travel is not booked via ConcurGov or NT, the traveler is responsible for canceling travel arrangements to avoid the charge (e.g., lodging is booked separately and directly with the hotel, either by the traveler or by the conference organizer).

### **When is it acceptable to book with non-contract carriers?**

- a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or the use of a contract service would require you to incur unnecessary overnight lodging costs that would increase the total cost of the trip.
- b) The contract carrier's flight schedule is inconsistent with explicit policies of your federal department or agency regarding scheduling travel during normal working hours.
- c) A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the government (the combined costs of transportation, lodging, meals, and related expenses considered).

NOTE: Exception c) does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the non-contract carrier is restricted to Government and military travelers performing official business and may be purchased only with a government travel card or centrally billed accounts.

Before purchasing a non-contract fare, travelers must meet one of the exception requirements listed above (a, b, & c), obtain a supervisor's approval, and upload the approval with their travel authorization in ConcurGov. Typically for initial deployments, justification a) or b) would most likely be the case for using a non-contract carrier.

If the non-contract fare is non-refundable, restricted, or has specific eligibility requirements:

- i) Travelers must know or reasonably anticipate, based on their planned trips, that they will use the ticket; and
- ii) The agency (supervisor) must determine that the proposed non-contract transportation is practical and cost effective for the Government.

### **If my flight is canceled and I'm offered a voucher, can I keep it, or should it be returned to CSB?**

Travelers performing official travel should specify that they will need to receive a check, written out to the "Treasurer of the United States," rather than receiving travel vouchers. If the airline is unable to provide the travel with a check, a voucher for free transportation can be accepted (restrictions may apply). This is the same as 'involuntary bumping.'

**INVOLUNTARY 'BUMPING:'** If travelers are performing official travel and the airline denies them a confirmed seat on a plane (due to an oversold flight) and offers a payment because of this, travelers should request a check rather than a travel voucher. All checks should be made out to the "Treasurer of the United States" as the payee on the compensation check and forward the

## **BO 049 – TRAVEL POLICY APPENDIX B: Approved Travel Frequently Asked Questions and Answers**

check to CSB Finance. CSB Finance, in turn, will forward the check to BFS to post it to CSB general fund.

If this occurs and the only available flight is the next day, additional lodging and any necessary travel expenses to transit to the lodging and back to the airport are authorized within the guidelines of the travel policy. The supervisor should be notified as soon as possible if this occurs.

### **When is it acceptable to change flights (for example, if I can or need to return to my residence earlier than previously scheduled)?**

Travelers may choose to change their flights to an earlier time in order to return home earlier from a trip if the return flight is with a contract airfare with a contract carrier, no justification is needed. If not, the same exception criteria apply to non-contract carriers. These are:

- a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or the use of a contract service would require you to incur unnecessary overnight lodging costs that would increase the total cost of the trip.
- b) The contract carrier's flight schedule is inconsistent with explicit policies of your federal department or agency regarding scheduling travel during normal working hours.
- c) A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the government (the combined costs of transportation, lodging, meals, and related expenses considered).

If the non-contract fare is non-refundable, restricted, or has specific eligibility requirements:

- i) Travelers must know or reasonably anticipate, based on their planned trips, that they will use the ticket; and
- ii) The agency (supervisor) must determine that the proposed non-contract transportation is practical and cost effective for the Government.

Supervisors should approve this prior to making changes. This is similar to 'voluntary bumping.'

**‘VOLUNTARY BUMPING:’** If travelers finish their work at the TDY but volunteer to get bumped, then they will receive a voucher from the airline, and they can keep the voucher for themselves. However, please note that any additional travel-related expenses that are incurred as a result of voluntarily vacating your seat will not be reimbursed.

### **If I stay an additional night for personal reasons, how do I justify the cost of the flights at a time different than the end of my TDY?**

## **BO 049 – TRAVEL POLICY APPENDIX B: Approved Travel Frequently Asked Questions and Answers**

When booking travel, travelers must compare the actual return flights due to staying additional nights for personal reasons against their official return flights and document that info in their authorizations.

If the costs are different between the two, personal vs. business, then the traveler will be reimbursed for the lesser amount of the personal or the business flight.

### **Can I upgrade my seat on a flight?**

Travelers can be reimbursed for an upgrade to their seat if one of three below scenarios apply:

- When the airline will only guarantee a seat on a flight if it is an upgraded seat.
- The traveler requires a medical accommodation (which must be medically supported and approved by a supervisor prior to travel).
- When the flight time is 5 hours or longer, and the traveler is working during transit.

NOTE: Travelers must request approval for seating upgrades from their supervisor prior to departure, and documentation (approved business reason or medical accommodation) must be included in the traveler's authorization.

### **Am I allowed to access/pay for WIFI on a flight while traveling on official CSB business?**

Authorization for in-flight Wi-Fi will be permitted on a case-by-case basis, which will be determined by the traveler's supervisor. Below is the guidance to follow:

- All travelers should request to use in-flight Wi-Fi with a brief explanation of the business that must be performed in-flight to their supervisor. Whenever practical, requests should be done in advance of travel. The traveler must include their request, as well as their supervisor's approval with their travel voucher as justification for the expense.
- Unless there is an urgent need, travelers should refrain from using Wi-Fi on flights of an hour or less.
- Travelers are responsible for understanding how the airline charges for Wi-Fi use and ensuring that only minimal expenses are incurred to conduct CSB business.

### **For deployments, should I check my go-kit on the plane or ship it to and from my duty station?**

Either is acceptable. Whichever is more convenient to the deployed traveler AND ensures the equipment is available when needed.

### **When is it acceptable to use another form of transportation other than air travel?**

Rail, bus, private car or other public conveyances may be used but their costs are limited to the cost of the air contract carrier.

### **When is it acceptable to park at the airport?**

Any approved travel that is 7 days or less.

## **BO 049 – TRAVEL POLICY APPENDIX B: Approved Travel Frequently Asked Questions and Answers**

For a lengthy travel period or deployment (anything more than 7 days) travelers should use cabs or other conveyance to travel to the transportation center/airport.

If the traveler takes personal time during travel (i.e., traveler stays at the TDY location after their business has been completed, their airport parking reimbursement will be pro-rated based on the business travel dates).

### **When is it acceptable to use valet parking?**

Valet parking is acceptable when it is the only option at the Lodging or TDY site, or when there is no additional cost to the government.

### **What if I cannot get a hotel at the per-diem rate close to the business place?**

With the exception of deployments, travelers need to justify the costs vs. benefits for them to stay in the hotel. Factors can include the cost of cab fares, the distance from the hotel to the TDY location, the time travelers need to commute between the lodging hotel and the business place, and the time and/or need to engage in the events with other stakeholders that will take place prior or after the main business meetings, etc.

The supervisor must approve lodging above per diem in advance of travel and the authorization and voucher should include the justification.

### **What if the hotel refuses to remove taxes from my bill?**

When travelers use a government travel card (IBA) for their business travel, their lodging costs may be exempt from some of the hotel taxes. CSB travelers are recommended to ask for tax exemption from hotels. However, if denied, they can submit lodging taxes with their vouchers and will be reimbursed for them.

States where IBA cards are exempt require the traveler to present a State Tax Exempt Letter which can be found at: <http://www.gsa.gov/portal/content/212667>.

### **If I stay an additional day while on government travel for personal reasons, am I eligible for the Per Diem rate (also referred to as the Federal Room rate) for the additional night(s)?**

You can ask the hotel for the Federal Room rate (termed Extra Value for You, XVU) or use *Federal Room.com* to book leisure portions of lodging (Rates are supported by the official Government lodging program managed by GSA). The Federal Room rate is negotiated by the Government for Federal Government travelers and offers:

- Rates that are always at and often below per diem
- A 4 p.m. or later day-of-arrival cancellation policy
- No hidden costs or penalties
- No charge for early check-out

## **BO 049 – TRAVEL POLICY APPENDIX B: Approved Travel Frequently Asked Questions and Answers**

### **Can I use Transportation Network Company (Uber/Lyft/etc.) in place of a regular cab/taxi?**

Yes, if the cost of unlicensed taxis like Uber is comparable to licensed taxis in the area. Travelers may create their business profiles within the Uber application to pay for its service from their government travel cards.

### **Is the usage of a rental car permissible?**

Yes, with supervisor approval.

### **Am I required to rent a compact car?**

With the exception of deployments, travelers must use the least expensive compact car available, unless an exception for another class of vehicle is approved. The CSB will approve these exceptions on a case-by-case basis, and travelers must indicate the reason for the exception on the travel authorization request. The CSB will authorize the rental of a sedan other than a compact car if one of the following applies:

- a) When a compact car cannot accommodate a medical disability or other special needs that the renter may have. See Board Order 032, Reasonable Accommodation Procedure for guidance on how to request a reasonable accommodation.
- b) When a compact car cannot sensibly transport all the equipment needed to adequately fulfill a CSB mission.
- c) When the cost of other than a compact car is less than or equal to the cost of the least expensive compact car.
- d) When additional room is required to accommodate multiple employees authorized to travel together in the same rental vehicle.
- e) When travelers must carry a large amount of government material needed for official business and a compact rental vehicle does not have enough space.
- f) When necessary for safety reasons, such as during severe weather or having to travel on rough or difficult terrain.

### **What insurance is available through the government when renting a vehicle for official business?**

GSA Update dated March 29, 2024: TDY rental cars reserved on or after April 1, 2024, will no longer incorporate the \$5 per day Government Rate Supplement (GARS). This is in conjunction with a new U.S. Government Rental Car Agreement.

When picking up rental vehicles booked on or after April 1, 2024, travelers must look for an agency name (Ex. Department of Treasury) on the agreements to ensure their reservation receives the Government contracted benefits, including full insurance coverage. The insurance covers the rental vehicle only when used for official purposes, limited to transportation:

- a) Between places of official business;
- b) Between official business locations and places of temporary lodging when public transportation is unavailable, or its use is impractical.



## **BO 049 – TRAVEL POLICY APPENDIX B: Approved Travel Frequently Asked Questions and Answers**

- c) Between either places of business at a TDY location or lodging facility at a TDY location and restaurants, drug stores, barber shops, places of worship (should be the nearest church/temple that matches the traveler's belief), cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of government business.

Additional new benefits include:

- a) No fee for Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW).
- b) No fee for loss and liability coverage.
- c) If the size/class of vehicle reserved is not available, the rental company must offer a vehicle of equal or greater car class at no additional cost.
- d) Unlimited mileage (except for one-way rentals).
- e) No underage driver fee for travelers 21 or older.
- f) No fee for additional authorized drivers.
- g) No blackout or minimum rental periods.

In addition to the elimination of GARS, additional changes include:

- a) Inclusion of 10 to 15 Passenger vans when rented by drivers 25 years of age or older.
- b) Underage driver fees for renters aged 18 to 20 - these drivers **MUST** be listed on the rental agreement, even as an additional driver.
- c) Addition of electric vehicle (EV) categories in CONUS.

Travelers should continue to book vehicles under the U.S. Government Rental Car Agreement through ConcurGov or your agency Travel Management Center (TMC).

NOTE: Travel to the places listed must be to the nearest location available, as otherwise authorized by the agency for unusual situations. The government cannot reimburse travelers for Collision Damage Waiver, theft, or other optional insurances. Therefore, the renter must decline this option when it is offered at the rental company.

### **Can I use the rental car for personal travel (for example if I must stay over the weekend during a deployment)?**

Rental cars are to be used for official business purposes per the FTR and CSB Travel Policy. Travelers are not covered by the government's insurance if they are operating the rental car for their own personal entertainment (e.g., to see a movie or take a sightseeing tour).

### **Are family members and contractors covered by the government insurance if they are passengers in a car rented for official CSB business?**

No. Only government employees traveling on official CSB business are covered by Government contracted benefits, including insurance, and should be transported in rental cars.

Travelers are discouraged from allowing contractors to ride in rental cars without a compelling reason.

## **BO 049 – TRAVEL POLICY APPENDIX B: Approved Travel Frequently Asked Questions and Answers**

### **What is the policy on purchasing fuel for car rentals?**

Travelers are not reimbursed for purchasing pre-paid refueling options for rental cars. Therefore, travelers are required to refuel their rentals prior to returning their vehicle to the drop-off location.

NOTE: If it is not possible to refuel completely prior to returning the vehicle because of safety issues or the location of closest fueling station, travelers will be reimbursed for vendor refueling charges. However, this needs to be justified/explained and will be approved only on a case-by-case basis, in very limited situations (e.g., business meetings extend beyond anticipated time that could have resulted in missing a flight.)

### **How will I be reimbursed for tolls while operating a rental car for official business?**

Track and claim each individual toll paid for official business. If you are unsure of the amount, acquire it from your government charge card prior to submitting your voucher or if cash is paid get a receipt or conduct internet research on the toll road. Receipts for \$75 or less are not required.

### **Are we allowed to use frequent customer programs?**

Yes. Conversely, travelers are not allowed to select a travel service provider just to obtain the frequent traveler benefits per the FTR and CSB's travel policy. However, travelers can use their earned frequent flyer mileage points to upgrade their seats or class of service for their travel provided the government does not incur additional costs.

Travelers can also keep promotional benefits or materials received from the airlines that they earned from official travel for their personal use, if these benefits are at no cost to the government.

Travelers will not be reimbursed for fees associated with rental car loyalty points or the transfer of points charged by car companies.

### **What are the policies for international travel (forms, travel class)?**

Review BO 045, Foreign Travel, and contact Financial Operations as soon as you become aware of a potential foreign trip to understand the rules and timelines for international travel.

Travelers should also inform IT of international travel to ensure their mobile phones and Wi-Fi devices do not incur additional fees when used internationally.

### **What are the government policies on tipping? How much can I tip my cab driver?**

The CSB Travel Policy allows travelers to give and be reimbursed for tips not to exceed 25% of the cost.

## **BO 049 – TRAVEL POLICY APPENDIX B: Approved Travel Frequently Asked Questions and Answers**

### **Will I get reimbursed if I use my government credit card to buy alcohol with dinner?**

Travelers can use the card to buy wine/alcohol if it is part of the meal and when the traveler is not required to submit his receipts to get reimbursed for his M&IE per diems. However, when travelers submit their meal receipts to get reimbursed for the actual expense (this may happen very occasionally, such as when travelers part-take in conference meals that charge higher than regular meals) then the wine or alcohol drinks should be paid separately on their personal credit/debit cards.

### **Are ATM fees reimbursable?**

Per CSB's travel policy, only ATM fees incurred on the Government Travel Card during TDY for travel purposes will be reimbursed.

### **Is laundry, cleaning, and the pressing of clothing expenses reimbursable?**

Yes, if for travel in the Continental United States (the 48 contiguous states and the District of Columbia) if the traveler incurs a minimum of four consecutive nights of lodging on official travel.

No, if for travel outside the Continental United States. Laundry, cleaning and pressing of clothing expenses are included in the incidental allowance and are not reimbursed separately.

### **What is the policy on travel during working hours? When can I claim Travel Comp versus Overtime?**

See HR for CSB's current policy. Both Travel Comp time and overtime require advanced approval by a supervisor.

### **How many days are permissible for completing travel vouchers in ConcurGov?**

Vouchers should be submitted within 5 business days after the trip is completed.

### **What is the approved spending limit that does not require a receipt when submitting my voucher?**

In general, expenses of \$75 or less do not require a receipt. Any expenses exceeding \$75 will always require a receipt. Also, common carrier transportation (air, rail, bus, ship, and ferry boats), lodging, and rental cars always require a receipt, regardless of the dollar amount.

### **What should I do if I get an error that requires justification in ConcurGov? (e.g., accounting codes prior to submitting my travel authorization or voucher?)**

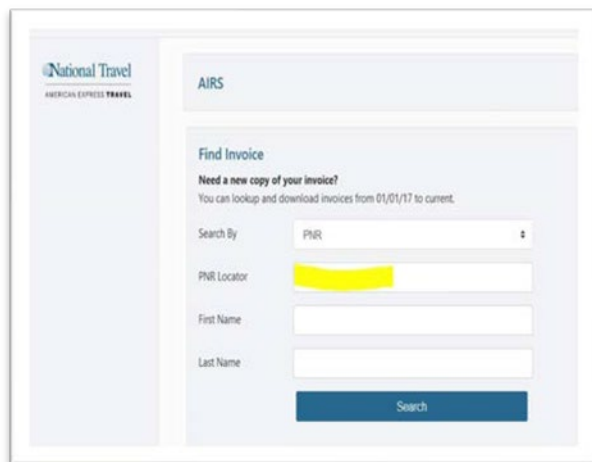
Travelers can refer to the accounting codes provided by the Office of Financial Operations and select the accounting code suitable for their travel category. If the accounting code has not been

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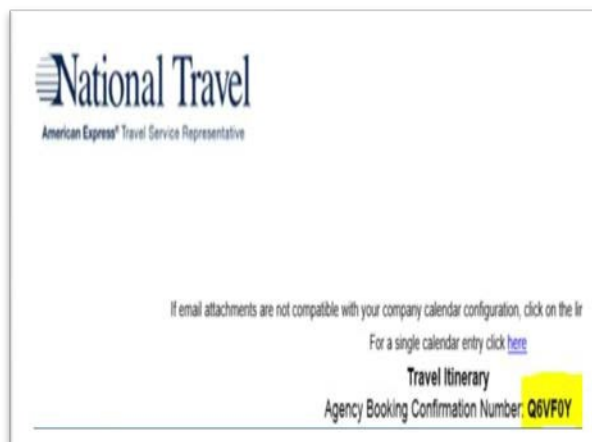
in ConcurGov then travelers just need to enter “to be input by Finance” to get through the system.

### Is there a way I can track my airline receipts/and or train receipts to add to my voucher?

Air travel receipts can be retrieved from: <https://client.nationaltravel.com/Airs/>

A screenshot of the National Travel AIRS website. The page has a light blue header with the 'National Travel' logo and 'AMERICAN EXPRESS TRAVEL' text. Below the header, the title 'AIRS' is displayed. The main section is titled 'Find Invoice' and includes the text 'Need a new copy of your invoice?' and 'You can lookup and download invoices from 01/01/17 to current.' There are four input fields: 'Search By' (with a dropdown menu showing 'PNR'), 'PNR Locator' (with a yellow highlight), 'First Name', and 'Last Name'. A blue 'Search' button is at the bottom.

The AIRS page will appear, you will need to enter the Passenger Name Record (PNR) as the Agency Booking Confirmation Number located on your itinerary:

A screenshot of the National Travel 'Travel Itinerary' page. The page features the 'National Travel' logo and 'American Express® Travel Service Representative' text. Below this, there is a note: 'If email attachments are not compatible with your company calendar configuration, click on the link'. A link labeled 'here' is provided. The page is titled 'Travel Itinerary' and shows the 'Agency Booking Confirmation Number: Q6VF0Y' with a yellow highlight.

When there is a change during travel, the traveler(s) can access their ticket information by logging onto the above site and update changes, such as:

- Retrieve and upload all ticket information applicable to the trip, to show/track all changes that occurred during travel.
- All tickets issued throughout travel must be accounted for and submitted into the system to ensure calculation accuracy.

## **BO 049 – TRAVEL POLICY APPENDIX B: Approved Travel Frequently Asked Questions and Answers**

Travelers must follow up with NT to resolve any issues regarding additional costs or refunds incurred during travel. NT will either post the refund to their website or they may put you in touch with their Accounting Department. This process may take a while to process.

NOTE: Train receipts: Travelers must upload their actual Amtrak ticket(s) reflecting the costs for their vouchers as NT does not track train fares in their system. NT only has the pre-travel train fare when booking.

### **How can I prevent making adjustments and/or corrections to my ConcurGov documents?**

- Ensure that mandatory receipts (air/train, hotel, rental car and all expenses exceeding \$75) are uploaded with vouchers.
- Ensure that all air tickets, costs, and refunds are accounted for.
- Ensure that train fares are correct using the actual receipts or check your travel card statement. Do not rely on NT's website for train fares.
- If there are any expenses listed in the authorization tab that were not incurred during travel, please remove them to avoid confusion before adding new expenses to vouchers.
- Check the estimated costs for "Authorizations" vs. "Actual Expenses" on vouchers to confirm that there are no duplications and that nothing is missing due to oversight.
- Ensure that all travel expenses have the dates within the range of the travel period to avoid "hard fail" by ConcurGov, which prevents travelers from submitting their vouchers electronically in ConcurGov.
- Ensure that hotel receipts are itemized for the lodging rate for each individual night and its respective lodging taxes (if any). Please do not lump all of your hotel nights together.
- If charged taxes when parking at a hotel, the taxes must be added to the parking cost as a whole. **Please do not add parking taxes with lodging taxes.**
- If actual lodging occurs (i.e., lodging rate is more than per diem), travelers need to enter the actual rate and check "Actual Lodging" button under "Show Per Diems Conditions" next to the lodging rate in the voucher and copy that Per diem condition to all applied dates.
- If travelers are dropped off and picked up at the airport, they are entitled to double POV mileage reimbursement for each way, provided that the cost does not exceed the cab fare.
- If travelers return on the early morning hours (past midnight) of the next day after their approved end travel date, they must update their trip end date in their voucher, under the "General/Trip Information" section but leave the departure date intact. Consequently, when this occurs, travelers are entitled to full M&IE Per Diem the day they were supposed to arrive home and partial M&IE Per Diem on the day they actually arrive home. Please confirm that an additional night for lodging has not been entered for that date (please double check this and remove it from the voucher since the system will add it in when travelers extend their travel date to the next day.) See the screenshot below:

## BO 049 – TRAVEL POLICY APPENDIX B: Approved Travel Frequently Asked Questions and Answers

The screenshot shows a web-based travel management system. At the top, there are tabs for Summary, Profile, General, Expenses, Exceptions, Accounting, Advances, Totals, Confirmation, and Perform Pre-Audit. Below these tabs is a 'Document Information' section with a 'Trip Information' sub-section. This section contains fields for Trip No. (1), Depart From (RES: Lakewood, CO), Return To (RES: Lakewood, CO), Trip Duration (Multiple days), and Comments (ExxonMobile Torrance, CA). There are also checkboxes for 'Allow changes to reservations to shorten this trip' and 'Reset Per Diem Conditions'. Below the trip information is an 'Itinerary Locations' section with a table showing the trip details.

Row	Delete	Arrival Date	Departure Date	Itinerary Location	Purpose
1		03/23/2015	03/27/2015	TORRANCE, CA	INVESTIGATION

Please note the “Lodge Allowed” and “M&IE Allowed,” are the correct Per Diem amounts travelers are entitled for this scenario:

Per Diem Allowances							
Details	Edit	Date	Per Diem Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed
		03/23/15	71.00	172.50	172.50	53.25	53.25
		03/24/15	71.00	172.50	172.50	71.00	71.00
		03/25/15	71.00	172.50	172.50	71.00	71.00
		03/26/15	71.00	172.50	172.50	71.00	71.00
		03/27/15	71.00	0.00	0.00	53.25	71.00
		03/28/15	71.00	0.00	0.00	53.25	53.25

CSB form CSB-ADMIN-004 is attached.

Provided that any revisions to the form are officially approved, the revised form may be attached to this Board Order without requiring a Board Vote to update to this Board Order.

To access the form, download the Board Order and select ‘attachments’ (which is a paperclip icon).