United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

September 7, 1999

Memorandum

To: Administrative Officers, Region 9

From: Chief, Branch of Financial Policy and Region 9 Finance

Subject: Policy Reminder - Request for Actual Subsistence

As a reminder, Service policy which is provided in the Fish and Wildlife Service Manual (FWM, Chapter 265 FW 5- Per Diem) requires specific information to justify approval of actual subsistence. You are aware payment of actual subsistence expenses may be approved when meals and/or lodging costs are higher than the prescribed per diem rates.

All requests must be in writing and submitted no earlier than one week prior to the temporary duty assignment. The following information must be included:

- Dates of travel, temporary duty site, per diem rate for the temporary duty area.
- Other hotels that have been canvassed and lodging is unavailable within the established lodging rate.
- The traveler does not have a rental car to access the hotels that fall within the prescribed lodging rate.
- Residence at the hotel is required to meet the mission of the temporary duty assignment, e.g., evening meetings.

Please ensure that your requests contain the above mentioned information and/or any other information you deem pertinent when requesting actual subsistence. Failure to provide this information may result in denial of the increased per diem. **An approval line on the travel voucher will no longer be acceptable**. In emergency situations where approval could not be obtained prior to temporary duty travel, requests for actual subsistence must be submitted in writing.

Requests must be addressed to the Assistant Director - Administration with a concurrence line for Chief, Division of Finance and an approval line for Assistant Director - Administration

Thank you for your cooperation. If you require additional information, please contact Ms. Mazie Murphy at (703) 358-1742.

Mazie T. Murphy