

**FISH AND WILDLIFE SERVICE
FINANCE**

Finance

Part 265 Travel

Chapter 10 TDY Travel – Emergency, Illness, Injury, or Death

265 FW 10

10.1 What is the purpose of this chapter? This chapter provides guidance on travel-related expenses when an official temporary duty (TDY) trip is interrupted due to personal emergency, illness, injury, or death.

10.2 What is the scope of this chapter? This chapter covers only TDY travel. Information on local travel is in the memorandum that the Assistant Director - Business Management and Operations issued on 02/23/2009.

10.3 What is the policy?

A. If an employee dies while in TDY travel status, we ensure the appropriate next of kin or legal representative receives reimbursement for travel and other related costs (see section 10.4).

B. We reimburse employees for travel-related costs when the employee's TDY trip is interrupted due to any of the following situations:

(1) A personal emergency, which is the death or serious illness of a member of the traveler's family, or a catastrophic occurrence or impending disaster that directly affects the traveler's home.

(2) A sudden incapacitating illness or injury not due to the traveler's misconduct that renders the employee incapable of continuing the travel assignment, either temporarily or permanently.

C. The policies in 265 FW 5 and 265 FW 6 explain how to book transportation and calculate lodging, meal, and incidental expenses under the Lodgings-Plus method. This chapter supplements, rather than substitutes for, 265 FW 5 and 265 FW 6.

10.4 How does the Service handle reimbursement if an employee dies while in TDY status?

A. If an employee dies while in TDY status, the employee's immediate supervisor, or a designee, is responsible for notifying the next of kin or legal representative and coordinating payment of allowable expenses.

B. Table 10-1 shows what costs we will cover if an employee dies on a TDY trip for the Service. Exhibit 1 is a handout that the Service representative may give to the employee's next of kin or legal representative. The handout may be helpful to the employee's family members or legal representatives.

Table 10-1: Travel Costs when an Employee Dies while in TDY Status

The Service will pay for...

- All costs associated with the TDY trip.
- Preparing and transporting the remains of the deceased.
- Transportation, lodging, meals, and incidental expenses for up to two people to accompany the remains.
- Shipping costs to return baggage and other personal items to the employee's permanent duty station or residence.

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C. The Regional Travel Coordinator or Travel Arranger must cancel reservations and arrange for the return of a rental car as necessary, by:

- (1) Contacting the rental car company to determine the best way to ensure the return of the rental car, and
- (2) Completing any required actions in the electronic travel system on behalf of the employee.

10.5 What is the process for terminating an official trip because of a personal emergency?

A. In a personal emergency, travelers must try to get approval from a supervisor before they incur travel-related costs.

B. Travelers must:

- (1) Contact their supervisor as soon as possible to notify them of the need to conduct emergency travel, and
- (2) Contact the travel management center to adjust their travel plans.

C. We may cover the following costs if a TDY trip is interrupted due to a personal emergency:

- (1) Transportation from the TDY location to the permanent duty station, including change fees;
- (2) Per diem under the Lodgings-Plus method of reimbursement while en route from the TDY location to the permanent duty station; and
- (3) Transportation to an alternate location. The cost of the travel to the alternate location may not exceed the cost of travel to the permanent duty station. We will not cover the costs of per diem while on leave at a non-duty alternate location.

10.6 What is the process for changing an official trip because of an incapacitating illness or injury?

A. Employees who have an incapacitating illness or injury may return to their permanent duty station, travel to another location to receive medical treatment, or interrupt the official assignment and remain at the TDY location.

B. Employees must tell their supervisor as soon as possible about the illness or injury.

C. If employees are unable to complete the trip and need to return to their permanent duty station, we may reimburse them for the following costs:

- (1) Transportation from the TDY location to the permanent duty station, including change fees;
- (2) Per diem under the Lodgings-Plus method of reimbursement while en route from the TDY location to the permanent duty station; and
- (3) Transportation costs of a medically necessary attendant. Attendants are not eligible for per diem reimbursement.

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D. Employees may need to travel to another location to receive medical treatment. If the facility is further than 50 miles from the permanent duty station and is not the same facility where they would receive treatment if the illness or injury occurred at the permanent duty station, we may reimburse them for the following costs:

- (1) Local transportation from the TDY location to the medical facility.
- (2) Per diem under the Lodgings-Plus method of reimbursement while en route from the TDY location to the medical facility and while en route from the medical facility to the TDY location or permanent duty station.
- (3) At the discretion of the traveler's supervisor, per diem reimbursement for the duration of the stay at the medical facility. The per diem allowance may not exceed the General Services Administration (GSA) rate for the TDY location for which the employee's travel was approved. Employees must take leave for the duration of their stay at the medical facility.
- (4) Transportation from the medical facility to either the TDY location or the permanent duty station, including change fees.
- (5) Transportation costs of a medically necessary attendant. Attendants are not eligible for per diem reimbursement.

E. If employees travel to a medical facility within 50 miles of their permanent duty station or to the same medical facility where they would receive medical treatment if the injury or illness occurred at the permanent duty station, the travel is considered return travel to the permanent duty station. In this case, we may reimburse employees for the costs as described in section 10.6C.

F. If employees interrupt official assignments and remain at the TDY location, they must take leave during the interruption. We may provide, at the discretion of the traveler's supervisor, an allowance for lodging, meals, and incidental expenses for a reasonable period of time (generally, up to 14 calendar days). The per diem allowance may not exceed the GSA rate for the TDY location.

10.7 Where can employees find additional information about this topic? Chapter 10 of the *Temporary Duty Handbook: A Guide to the TDY Process* has more information about how to handle emergency, injury, illness, or death for employees in TDY status.

10.8 Who should employees contact with questions about this topic? Contact your Regional Travel Coordinator with questions about this topic. There is a list of the Regional Travel Coordinators in the *Temporary Duty Handbook: A Guide to the TDY Process*.

/sgd/ Sam D. Hamilton
DIRECTOR

Date: December 10, 2009