



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D. C. 20240



December 30, 2015

In Reply Refer To:
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Memorandum

To: Service Directorate

From: Acting Assistant Director and Chief Financial Officer - Business Management and Operations

Subject: Revision of FWS TDY Handbook (Effective January 11, 2016)

On October 27, 2015, the Department of the Interior's new TDY Handbook was distributed to the Service Directorate (DCN 061211). The headquarters Division of Financial Management (DFM) has since updated the Service's TDY Handbook to align with the Department's TDY Handbook and provide current guidance on use of the Concur travel management system.

A summary of key policy changes in the Service's updated TDY Handbook is attached. The handbook is available via DFM's intranet site: <https://inside.fws.gov/go/post/dfmTravelPR> as well as the Service's official policy site: <https://www.fws.gov/policy/hbindex.cfm>. The TDY Handbook contains tips and guidance that benefit all travelers and travel preparers. Please circulate this memo and the accompanying attachments within your Region/Program, as appropriate.

If additional information is required, please contact your Regional Federal Agency Travel Administrator (FATA). A complete list of the Regional FATAs is available on DFM's intranet site: <https://inside.fws.gov/go/post/dfmTravelContacts>. An additional point of contact for travel policy at headquarters is Marvin Wilson, Division of Financial Management, (703) 358-1781 or marvin_wilson@fws.gov.

Attachments

Key Policy Changes

<u>Page Numbers</u>	<u>Change</u>
Reimbursable Changes:	
32, 35 47	Airline baggage is limited to one checked or carryon bag that meets the airline's weight restrictions, unless justification is given for more bags.
57	Tips for complimentary transportation (e.g., free shuttle) are not reimbursed unless the driver handles luggage, in which case allowable tips are limited to \$2 per large bag.
79	Personal phone call reimbursement is limited to 15 minutes a day at two cents per minute.
Non Reimbursable Changes:	
1-2	Travel over 50 miles but under 12 hours is now a TDY rather than local travel.
2	Impact of telework on travel allowances.(section added). If an employee normally physically reports to their work site less than twice per pay period, the place from which they telework (such as residence) is their permanent duty station for purposes of TDY and local travel.
2	Explanation of temporary change of station (added)
3	TDY in route PCS (section added).
15	Covers when a TDY authorization does not need to be created in Concur.
32	Covers which expenses are allowable and unallowable on a limited open travel authorization (LOTA).
40	Covers when both Concur and the travel management center (TMC) can be bypassed for airline bookings.
47	Tips for baggage handling by airport, train, or bus personnel are reimbursed \$2 per large bag.
58-60	Covers new procedures for cost comparisons.
62-63	Better defines the criteria when TDYs are between 30-50 miles.
67	Lodging by contract (section added).
67	Shared lodging (section added).
68-70	Provides more detail on government-provided meals and complimentary meals
79	Personal phone call reimbursement is limited to 15 minutes a day at two cents per minute.
47, 82	Baggage tip for large bag at airport, bus station, or train station is limited to \$2 per large bag.
99-101	More clearly defines the allowable travel costs for an invitational traveler.
103	Explains whether or not leave impacts the 30 day criteria for an extended TDY.
109	New chapter 10 added on international travel.
120-121	Evacuation due to natural or man-made disaster (section added)
121	Better explains the handling of the death of an employee while TDY.
Form 2387	Complete revision
Form 2388	Complete revision
Concur User Access Form	Complete revision