



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D. C. 20240



In Reply Refer To:
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December 8, 2017

To: Service Directorate

From: Assistant Director - Business Management and Operations

Subject: Authorization for Actual Expense Per Diem for Official Temporary Duty and Permanent Change of Station Travel to Declared Disaster Areas

The Department of Interior (DOI) has issued FMM 2017-038, Actual Expense Per Diem for Official Temporary Duty and Permanent Change of Station Travel to Declared Disaster Areas. This issuance focuses on travel to Presidentially-declared disaster areas.

TDY Travel

Travelers are authorized actual expense per diem expense reimbursement not to exceed 300 percent of the Temporary Duty (TDY) location per diem rate. No justification or documentation is required in the authorization or voucher receipts other than a copy of the attached DOI FMM 2017-038.

Due to the emergency nature of this TDY and the limited availability of lodging in a disaster area, non-conventional lodging, as covered in our memorandum of April 6, 2017, can be utilized even if there is conventional lodging available in the immediate area. Non-conventional lodging includes boats and recreational vehicles (RVs). Note that RVs do not fall under the government car rental agreement and must be obtained through contract or service order.

Relocation Travel

We are awaiting additional guidance from the Department on the per diem rates for temporary quarters and house-hunting trips. Until received, continue to follow the per diem rates as covered in the Federal Travel Regulation (FTR).

Occupancy in temporary quarters may be interrupted to evacuate to a safe haven, similar to TDY or military duty interruptions. Temporary quarters occupancy resumes once the employee returns from the safe haven.

In normal relocations, the employee cannot change the per diem method they selected for either a house-hunting trip or temporary quarters. The requirement that an employee “pick and stick” to a per diem method remains in effect. However, if an employee was not initially authorized temporary quarters due to a requirement to stay in government quarters, the employee’s authorization can be amended to allow temporary quarters if the disaster has made government quarters unavailable.

If you have any questions, please contact your Regional Travel Coordinator or Mr. Marvin Wilson, Division of Financial Management, at (703) 358-1781 or marvin_wilson@fws.gov.

Attachment



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

SEP 21 2017

FINANCIAL MANAGEMENT MEMORANDUM 2017-038 (Vol X.B)

To: Bureau Chief Financial Officers

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

Subject: Authorization for Actual Expense Per Diem for Official Temporary Duty and Permanent Change of Station Travel to Declared Disaster Areas

The General Services Administration (GSA) Federal Travel Regulations (FTR) Chapter 301-70.201, grants executive agencies the authority to authorize actual expense per diem for temporary duty (TDY) travel to locations that are declared disaster areas by the President of the United States.

Effective immediately, when TDY travel is performed at a location which has been declared a disaster area by the President, as identified in the Federal Emergency Management Agency (FEMA) disaster declaration website, that travel will be granted a blanket authorization of actual expense per diem reimbursement without the requirement of advance authorization prior to the trip. This blanket authorization will be in effect for one year from the declaration of disaster date, or when the disaster designation is officially removed, whichever occurs first.

The following conditions apply regarding travel to affected disaster areas.

TDY Travel

- Travelers are authorized actual per diem expense reimbursement not to exceed 300 percent of the TDY location per diem rate.
- If circumstances prevent lodging from being obtained at the authorized TDY location, then travelers are authorized the per diem rate for the location where lodging is actually obtained.

Extended TDY

Under normal circumstances, a traveler who will be on TDY or training related to travel for periods of 30 days or more is subject to the restrictions outlined in Financial Management Memorandum 2009-004, *Reduced Per Diem for Temporary Duty and Training Travel for Periods 30 or More Days*. However, when extended TDY travel is to an area affected by a declared disaster, the rule requiring per diem reduction will be waived for the period of one year from the date the disaster is declared or the date the declaration is rescinded. Travelers who are assigned on an extended TDY to a disaster area should consider the following recommendations when planning travel:

- Travelers are encouraged to pursue long-term lodging (corporate apartments, suite hotels) to reduce costs as much as reasonably possible.
- The per diem rate should be established based on the conditions that exist at the TDY location. Over time, infrastructure will be repaired and lodging will become more available, reducing the cost of lodging.

Relocation Travel

- The requirements for temporary quarters to be within reasonable proximity to the new official station will be waived for areas affected by the flooding. However, the Department of the Interior requirements for authorizing extensions of temporary quarters subsistence expense (TQSE) beyond 60 days cannot be waived.
- TQSE in the affected areas will not be limited to the standard Continental United States rate. Authorization may be granted for the locality per diem rate or the actual expense reimbursement allowance, when it is necessary.
- House hunting trips may be paid as an actual expense allowance, when necessary.

Questions regarding this memorandum should be referred to Robert Smith, in the Office of Financial Management at (202) 208-5684 or via e-mail at Robert_Smith@ios.doi.gov.

Cc: Office of Emergency Management

Bureau Finance Officers