

Temporary Duty (TDY) Travel Allowances

Ch. 301, App. C

COMMERCIAL TRANSPORTATION INFORMATION—Continued

Group name	Data elements	Description
Transportation Payment Identification Number .....	Payment ID Number .....	A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Govt. contractor-issued charge card number.
Transportation Method Indicator .....	Air (other than coach-class). Air (coach-class) .....	Common carrier used as transportation to TDY location.
Transportation in Performance of TDY or While at the TDY Location .....	Non-contract Air, Train, Other. POV, Car rental, Taxi, Other.	Identifies transportation used while in the performance of TDY or while at the TDY location.

TRAVEL EXPENSE INFORMATION

Group name	Data elements	Description
Per Diem .....	Total Number of Days ... Total Amount Claimed ...	The number of days traveler claims to be on per diem status, for each official travel location. The amount of money traveler claims as per diem expense.
Travel Advance .....	Lodging, Meals & Incidentals. Advance Outstanding ....	The amount of travel advance outstanding, when the employee files the travel claim.
Subsistence .....	Remaining Balance .....	The amount of the travel advance that remains outstanding.
	Actual Days .....	Total number of days the employee charged actual subsistence expenses. The number of days must be expressed as a whole number.
	Total Actual Amount .....	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the Federal Travel Regulation.
Transportation Method Cost .....	Air (other than coach-class). Air (coach-class) .....	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Non-contract Air, Train .. Other .....	Bus or other form of transportation.
Transportation in Performance of TDY or While at the TDY Location .....	POV mileage .....	Total number of miles driven in POV.
	POV mileage expense ..	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POV.
Constructive cost .....	Car rental, Taxis, Other Constructive cost .....	The difference between the amount authorized to spend versus the amount claimed.
Reclaim .....	Reclaim amount .....	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim .....	Total claim .....	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL

[Accounting & Certification]

Group name	Data elements	Description
Accounting Classification .....	Accounting Code .....	Agency accounting code.
Non-Federal Source Indicator ..	Per Diem, Subsistence, Transportation.	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind".	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields .....	Claimant Signature .....	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL—Continued  
[Accounting & Certification]

Group name	Data elements	Description
	Date .....	Date traveler signed “fraudulent claim/responsibility” statement.
	Claimant Signature .....	Traveler’s signature, or digital representation. The signature signifies the traveler read the “Privacy Act” statement.
	Date .....	Date traveler signed “Privacy Act” statement.
	Approving Officer Signature .....	Approving Officer’s signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date .....	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature .....	Certifying Officer’s signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date .....	Date Certifying Officer signed the travel claim.

NOTE TO APPENDIX C: Agencies must ensure that a purpose code is captured for those individuals traveling under unlimited open authorizations.

[FTR Amdt. 70, 63 FR 15981, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2005-03, 70 FR 28460, May 18, 2005; FTR Amdt. 2009-05, 74 FR 35808, July 21, 2009; FTR Amdt. 2009-06, 74 FR 55150, Oct. 27, 2009; FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]

APPENDIX D TO CHAPTER 301—GLOSSARY OF ACRONYMS

ATM: Automated Teller Machine  
 CAS: Commercial Aviation Service(s)  
 CDW: Collision Damage Waiver  
 CFR: Code of Federal Regulations  
 CMTR: Combined Marginal Tax Rate  
 CONUS: Continental United States  
 CSRS: Civil Service Retirement System  
 CTO: Commercial Ticket Office  
 DOD: Department of Defense  
 DOJ: Department of Justice  
 DSSR: Department of State Standardized Regulations  
 EFT: Electronic Funds Transfer  
 ETS: E-Gov Travel Service(s)  
 FAA: Federal Aviation Administration  
 FAM: Foreign Affairs Manual  
 FECA: Federal Employees’ Compensation Act  
 Fedrooms: Enhanced Federal Premier Lodging Program (formally known as FPLP)  
 FEMA: Federal Emergency Management Agency  
 FERS: Federal Employees Retirement System  
 FHA: Federal Housing Administration  
 FICA: Federal Insurance Contribution Act  
 FOB: Free On Board  
 FTR: Federal Travel Regulation  
 FTS: Federal Telecommunications System  
 GAO: General Accounting Office  
 GBL: Government Bill of Lading  
 GOCO: Government Owned Contractor Operated  
 GPO: Government Printing Office  
 GSA: General Services Administration  
 GTR: Government Transportation Request  
 HHG: Household Goods  
 ID: Identification  
 IDL: International Date Line

IRC: Internal Revenue Code  
 IRS: Internal Revenue Service  
 ISSA: Inter-service Support Agreement(s)  
 ITRA: Income Tax Reimbursement Allowance  
 JFTR: Joint Federal Travel Regulations  
 JTR: Joint Travel Regulation  
 MARS: Military Affiliate Radio System  
 M&IE: Meals and Incidental Expenses  
 M&O: Management and Operating  
 MOU: Memorandum of Understanding  
 MTR: Marginal Tax Rate  
 NARA: National Archives and Records Administration  
 NIST: National Institute of Standards and Technology  
 NTE: Not to Exceed  
 OBE: Online Self-service Booking Tool  
 OCONUS: Outside the Continental United States  
 OGE: Office of Government Ethics  
 OMB: Office of Management and Budget  
 PBP&E: Professional Books, Papers, and Equipment  
 PCS: Permanent Change of Station  
 PDS: Permanent Duty Station  
 PIN: Personal Identification Number  
 PMO: E-Gov Travel Program Management Office  
 POV: Privately Owned Vehicle  
 PTA: Prepaid Ticket Advice  
 PDTATAC: Per Diem, Travel and Transportation Allowance Committee  
 Q&A: Question and Answer  
 RIT: Relocation Income Tax  
 SDDC: Surface Deployment and Distribution Command  
 SES: Senior Executive Service  
 SIT: Storage in Transit  
 SSN: Social Security Number  
 TCS: Temporary Change of Station  
 TDY: Temporary Duty