

## § 301–11.22

NOTE TO §301–11.21: If emergency travel is involved due to an incapacitating illness or injury, the rules in part 301–30 of this chapter govern.

[FTR Amdt. 70, 63 FR 15961, Apr. 1, 1998, as amended by FTR Amdt. 2007–05, 72 FR 61537, Oct. 31, 2007]

### **§301–11.22 Am I entitled to per diem or actual expense reimbursement if I am required to return to my official station on a non-workday?**

If required by your agency to return to your official station on a non-workday, you will be reimbursed the amount allowable for return travel.

### **§301–11.23 Are there any other circumstances when my agency may reimburse me to return home or to my official station for non-workdays during a TDY assignment?**

Your agency may authorize per diem or actual expense and round-trip transportation expenses for periodic return travel on non-workdays to your home or official station under the following circumstances:

- (a) The agency requires you to return to your official station to perform official business; or
- (b) The agency will realize a substantial cost savings by returning you home; or
- (c) Periodic return travel home is justified incident to an extended TDY assignment.

### **§301–11.24 What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?**

If you voluntarily return home or to your official station on non-workdays

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during a TDY assignment, the maximum reimbursement for round trip transportation and per diem or actual expense is limited to what would have been allowed had you remained at the TDY location.

### **§301–11.25 Must I provide receipts to substantiate my claimed travel expenses?**

Yes. You must provide a lodging receipt and a receipt for every authorized expense over \$75, or provide a reason acceptable to your agency explaining why you are unable to furnish the necessary receipt(s) (see §301–52.4 of this chapter).

NOTE TO §301–11.25: Hard copy receipts should be electronically scanned and submitted with your electronic travel claim when your agency has fully deployed ETS and notifies you that electronic scanning is available within your agency (see §301–50.3 of this chapter). You may submit a hard copy receipt, in accordance with your agency's policies, to support a claimed travel expense only when electronic imaging is not available within your agency.

[FTR Amdt. 2006–04, 71 FR 49375, Aug. 23, 2006]

### **§301–11.26 How do I request a review of the per diem in a location?**

If you travel to a location where the per diem rate is insufficient to meet necessary expenses, you may submit a request, containing pertinent lodging & meal cost data, through your agency's Travel Manager asking that the location be reviewed. Depending on the location in question your agency's Travel Manager may submit the review request to:

TABLE 1 TO § 301–11.26

| For CONUS locations   | For non-foreign area locations  | For foreign area locations  |
|---|---|---|
| General Services Administration, Office of Government-wide Policy, 1800 F St. NW, Washington, DC 20405. | Defense Travel Management Office, Attn: Policy and Regulations Division, 4800 Mark Center Drive, Suite 04J25–01, Alexandria, VA 22350–9000. | Director, Office of Allowances, Department of State, Annex 1, Suite L–314, Washington, DC 20522–0103. |

[FTR Amdt. 70, 63 FR 15961, Apr. 1, 1998, as amended by FTR Amdt. 108, 67 FR 57965, Sept. 13, 2002; FTR Amdt. 2010–04, 75 FR 59095, Sept. 27, 2010; FTR Amdt. 2011–03, 76 FR 55275, Sept. 7, 2011; FTR Case 2020–300–1, 87 FR 55705, Sept. 12, 2022]