

Temp. Duty (TDY) Travel Allowances

§ 301-12.1

taxes (because, for example, the TDY assignment has lasted, or is going to last, longer than originally intended), then your agency will compute the WTA for all taxable benefits received since the date it was recognized that you are no longer “temporarily away from home” (see §302-11.601 for more information on the meaning of “temporarily away from home”). Your agency will pay that amount to the IRS, and then will begin paying WTA to the IRS until your extended TDY assignment ends.

(c) For your ETTRA, your agency will use the same one-year or two-year process that it has chosen to use for the relocation income tax allowance (RITA).

(d) See part 302-17 of this subtitle for additional information on the WTA and RITA processes.

NOTE TO §301-11.604: If your agency offers you the choice, the WTA is optional to you. See §§302-17.61 through 302-17.69.

[FTR Amdt. 2014-01, 79 FR 49643, Aug. 21, 2014]

§ 301-11.605 When should I file my “Statement of Income and Tax Filing Status” for my taxable extended TDY assignment?

You should file your “Statement of Income and Tax Filing Status” for your taxable extended TDY assignment

at the beginning of your extended TDY assignment, or as soon as you or your agency realizes that your TDY assignment will incur taxes. You should provide the same information as the sample “Statements of Income and Tax Filing Status” shown in part 302-17, subpart F (one-year process) or subpart G (two-year process) of this subtitle.

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PART 301-12—MISCELLANEOUS EXPENSES

Sec.

301-12.1 What miscellaneous expenses are reimbursable?

301-12.2 What baggage expenses may my agency pay?

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SOURCE: FTR Amdt. 70, 63 FR 15965, Apr. 1, 1998, unless otherwise noted.

§ 301-12.1 What miscellaneous expenses are reimbursable?

When the following items have been authorized or approved by your agency, they will be reimbursed as a miscellaneous expense. Taxes for reimbursable lodging are deemed approved when lodging is authorized. Examples of such expenses include, but are not limited to the following:

General expenses	Fees to obtain money	Special expenses of foreign travel
Baggage expenses as described in § 301-12.2..	Fees for travelers checks	Commissions on conversion of foreign currency.
Services of guides, interpreters, and drivers..	Fees for money orders	Passport and/or visa fees, including fees for a physical examination if one is required to obtain a passport and/or visa and such examination could not be obtained at a Government facility. Reimbursement for such fees may include travel and transportation costs to the passport/visa issuing office if located outside the local commuting area of the employee's official station and the traveler's presence at that office is mandatory.
Services of an attendant as described in § 301-13.3..	Fees for certified checks	Costs of photographs for passports and visas.
Use of computers, printers, faxing machines, and scanners..	Transaction fees for use of automated teller machines (ATMs)-Government contractor-issued charge card.	Foreign country exit fees.
Services of typists, data processors, or stenographers..		Costs of birth, health, and identity certificates.
Services of an attendant as described in § 301-13.3..		Charges for inoculations that cannot be obtained through a Federal dispensary.
Storage of property used on official business..		
Hire of conference center room or hotel room for official business..		