

Temp. Duty (TDY) Travel Allowances

Ch. 301, App. C

TRAVEL EXPENSE INFORMATION—Continued

Group name	Data elements	Description
	POV mileage expense ..	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POV.
	Car rental, Taxi, TNC, Innovative mobility technology company, Other.	
Constructive cost	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.
	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.

(5 U.S.C. 5707)

[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; FTR Amdt. 2010–07, 75 FR 72967, Nov. 29, 2010; FTR Amdt. 2017–01, 83 FR 604, Jan. 5, 2018; 84 FR 55247, Oct. 16, 2019; FTR Case 2020–300–1, 87 FR 55706, Sept. 12, 2022; FTR Case 2022–05, 89 FR 12253, Feb. 16, 2024]

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