

Summary of Changes

Handbook F-15, *Travel and Relocation*

Handbook F-15, *Travel and Relocation*, has been updated with *Postal Bulletin* articles through September 3, 2015, as follows:

This chapter, subchapter, part, appendix, or section...	titled...	was ...	in <i>Postal Bulletin</i> issue number ...	with an issue date of...
Appendix C– Approving Officials				
C-1	Approval Authority	revised to reflect the change in the delegation of approval authority.	22423	9-3-15

Travel and Relocation

Handbook F-15

September 2015

1. **Purpose.** This revised edition of Handbook F-15, *Travel and Relocation*, incorporates eTravel policy, procedures, and information and also includes all other revisions made to the August 1997 edition of the handbook.
2. **Explanation.** eTravel is a Web-based system that automates the expense management process. The Concur Expense software, which runs the eTravel system, enables Postal Service employees to manage their business travel expenses; create, review, and submit expense reports; and access policy compliance information. An important strategy in the Postal Service's *Transformation Plan* is to strategically apply technology, including upgrades to the infrastructure.
3. **Distribution.**
 - **Online.** Handbook F-15 is available on the Postal Service Intranet on the PolicyNet website at <http://blue.usps.gov/cpim>, click *HBKs*.
 - **Additional Copies.** You may order printed copies from the Material Distribution Center (MDC) using the Touch Tone Order Entry (TTOE) system. Call 800-332-0317, Option 2.

Note: You must be registered to use TTOE and must wait 48 hours after registering before you place your first order.
4. **Comments and Questions.** Address any comments and questions on the content of this handbook to:

NATIONAL ACCOUNTING
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 8831
WASHINGTON DC 20260-5241
5. **Effective Date.** This handbook is effective upon receipt.



Tim O'Reilly
Vice President
Controller

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Part 1

How to Use This Handbook

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1 About This Handbook

Whether you are traveling on official Postal Service business or relocating, this handbook was designed to help you find the information you need quickly and easily.

1-1 How This Handbook Is Organized

This handbook is divided into two primary sections, Travel and Relocation, both of which are organized chronologically by task.

1-1.1 Purpose

The Travel section provides policy for all U.S. Postal Service employees who travel while conducting official Postal Service business. This document serves as a rulebook of what is allowed while traveling. Travel procedures — the How-To steps — are located in the *eTravel User Guide* located on the eTravel Web page. Part 3, Relocation, will be published at a future date.

1-1.2 Audience

The Travel section is intended for both travelers and approving officials. Much of the information applies uniformly to both bargaining and nonbargaining employees. However, some policies may affect each group differently. These differences will be noted as they occur.

1-1.3 Help Available to You

Field employees should direct initial travel inquiries to their district finance manager. Headquarters and Headquarters support units should direct inquiries to their manager or National Accounting.

Each district has an eTravel coordinator who can answer questions and enroll travelers in eTravel. Travel card coordinators will assist employees in obtaining a government travel card. Electronic fund transfers can be added or changed in *PostalEASE*. Just call *PostalEASE* at 877-4PS-EASE (877-477-3273) or visit the *PostalEASE* website; go to <http://blue.usps.gov>; under *Tools*, click *PostalEASE*. You will need your *PostalEASE* personal identification number (PIN).

1-1.4 If You Are Traveling

Travelers will find all policy and procedures in the Travel section, and reference material in the appendices.

Because the handbook is arranged by task, you'll find the information presented in the order in which you need it. For example, after the first two chapters which discuss your responsibilities as a traveler and the tools available, the Travel section is arranged chronologically from Preparing to Travel, which covers getting approval to travel and getting your advances, through chapters that address making all travel arrangements and documenting your expenses, to getting reimbursed and repaying advances after you return.

The appendices provide you with the current rates, instructions for filling out forms, and a list of approving officials.

1-1.5 **If You Are Relocating**

If you are relocating, your travel costs are taxable and cannot be handled through eTravel. You'll find the majority of relocation policy and procedure in the Relocation section. However, because relocating employees are sometimes in travel status during their relocation, you'll find pertinent information in the Travel section as well.

The Relocation section is also organized by task, as close to chronological order as possible. However, because your circumstances, such as how quickly your existing house sells, may be different from those of other relocatees, the sequence of your tasks might also differ. Therefore, be sure to use the chapter titles as a guide to finding the information you need rather than the order in which the chapters are presented.

The appendices provide you with the current rates, instructions for filling out forms, and a list of approving officials.

1-2 Information Aids

The ways in which the information is presented will help you understand how to use that information and its significance. Here are the methods that are used.

If You See...	Then You Know That...
a. A list of items beginning with a, b, c, and so on.	This is information that you need to know .
b. A numbered list.	These are steps that you must do .
c. Important:	This is essential information that may have unfortunate consequences if overlooked or ignored.
d. Reminder:	This is information that was presented in more detail earlier in the handbook but which applies to the current material.

Part 2

Travel

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2 Before You Begin Traveling

Traveling to another site to conduct official business should be considered only as a last resort. Before requesting travel, you must make every reasonable effort to conduct business by using mail, telephone, fax, e-mail, or another equally less costly, less time-consuming method. The approving official will approve travel only when no other method of conducting business is considered to be satisfactory.

2-1 Your Responsibilities as a Traveler

When traveling on official business, you represent the Postal Service. You are, therefore, expected to perform your duties in a professional manner and with the same care and prudence as if you were traveling at your own expense. Specifically, you must do all of the following:

1. Comply with the policies stated in this handbook. Title 39, Section 410 of the *United States Code* gives the Postal Service the authority to establish its own travel policy. This handbook presents the current policy.
2. Plan your itinerary to accomplish your purpose with a minimum investment of time and expense. The Postal Service gives you as much freedom as possible within the guidelines of this handbook to decide what expenditures are necessary, and it reimburses you for allowable expenses that you incur while conducting official business.
3. Select the least costly mode of transportation that provides adequate service. The Postal Service is committed to conserving energy and reducing travel costs; you must consider these factors when selecting modes of transportation.
4. Schedule your departure and arrival in order to conduct business as efficiently as possible.
5. Claim reimbursement only for allowable expenses and settle your travel advances promptly.
6. Submit the eTravel expense report as soon as possible after your travel is completed but no later than the end of the accounting month in which you completed travel.
7. If, after your tickets were issued, the carrier made any changes in services or destination which reduced your fare, be sure to obtain a refund coupon from the carrier. The Postal Service must have this

coupon to obtain the refund from the carrier or travel agency if the ticket was purchased using the Government Travel Account (GTA).

8. When returning from international travel, you must do the following:
 - a. Immediately return your official passport to International Business.
 - b. Within 30 days of completing travel, prepare a written report and send a copy to the vice president, International Business.

2-2 Responsibilities of Approving Officials

Approving officials must comply with the policies stated in this handbook. Title 39, Section 410 of the *United States Code* gives the Postal Service the authority to establish its own travel policy. This handbook presents the current policy. In order to perform his or her duties, each approving official must thoroughly review this handbook to become familiar with the travel policy of the Postal Service as well as the traveler's obligations and rights.

In general, approving officials have the authority to approve all of the following:

- a. Official travel for the Postal Service.
- b. Travel arrangements and travel advances for bargaining unit employees.
- c. All tickets issued through the GTA for bargaining unit employees who do not have individually billed travel cards.
- d. Individual applications for an individual government travel card.
- e. Expense reports.
- f. Any special travel situations referenced in section [2-2.1](#) (e.g., travel by a nonemployee of the Postal Service or a traveler's need for leased lodging).

A list of approving officials is in Appendix [C](#).

2-2.1 **Authorizing Travel**

2-2.1.1 **For All Travelers**

Before approving travel, approving officials must make certain that the travel is necessary and directly related to Postal Service business. Approving officials (see Appendix [C](#)) may approve travel for employees to attend training, meetings, and conferences, within or outside the Postal Service.

Approving officials notify the employee as soon as possible of impending travel. They should also ensure that, whenever possible, travel has been scheduled within the regular workweek.

2-2.1.2 For Employees on Extended Duty Assignments or Details

The appropriate approving official must approve all extended duty assignments or details in advance and in writing (see EL-312, 716.1). The approval should be based on all of the following:

- a. Purpose of the assignment or detail.
- b. Cost.
- c. Benefit expected.
- d. Consideration of alternatives.
- e. Value to the Postal Service.

2-2.1.2.1 Details in Excess of One Year

There must be a critical need to extend a temporary assignment/detail away from your permanent duty station beyond one year.

Temporary assignments exceeding 1 year involving travel and associated expenses require approval in writing and in advance from the Area Vice President (for field detail assignments) or the functional officer (for detail to a Headquarters position). The approving manager will notify the Vice President, Controller of the approval to ensure that travel reimbursements are handled as required by law (see [2-2.1.2.2](#)).

2-2.1.2.2 Tax Consequences of Details in Excess of One Year

1. As soon as it becomes known that your detail to a geographic commuting area will exceed one year, all travel reimbursements must be reported to the Internal Revenue Service as compensation. Taxes will be withheld and you will not be grossed up.
2. PS Form 1012, *Travel Voucher*, must be annotated as being for a long-term detail and then submitted to the San Mateo Accounting Service Center for processing. Do not use the eTravel system to claim reimbursement for details in excess of one year.

2-2.1.3 For Employees Representing Employee Organizations

Approving officials (see Appendix [C](#)) may approve travel of employees who are representatives of employee organizations. However, the travel must pertain to one of the following:

- a. Activities of joint employee-management cooperation committees when the activity is primarily in the interest of the Postal Service — for example, preventing accidents, reducing absenteeism, improving communication, ensuring equal employment opportunity, or maintaining employee productivity and morale.
- b. Special consultation or special negotiation sessions when called by postal officials.

See Chapter [9](#), Handling Expenses for Special Travel Situations, for more information.

2-2.1.4 For Members of Advisory Councils and Boards

The vice president of the functional area utilizing an advisory committee may delegate the authority to approve travel reports of members who are Postal Service employees to a PCES manager.

2-2.1.5 **For Nonemployees of the Postal Service**

Travel expenses of people who are not employees of the Postal Service may be allowed while they are away from their homes or regular places of business, according to the policy and procedures prescribed in this handbook. Some examples are summarized below. For more information, see Chapter [9](#), Handling Expenses for Special Travel Situations.

2-2.1.5.1 **Expert Consultants**

Those officials who are authorized to approve the expenses of expert consultants are authorized to also approve their travel.

2-2.1.5.2 **Potential Postal Service Employees**

Only officers of the Postal Service (see Appendix [C](#)) may approve reimbursement to potential employees for expenses of travel to Postal Service employment interviews.

2-2.1.5.3 **Spouses of Postal Service Employees**

For those employees on extended duty or training assignments who would rather have their spouses accompany or visit them than take intermediate trips home, the Postal Service will pay the round-trip fare for the spouse. For bargaining unit employees, travel arrangements may be made for the spouse through the GTA if the employee does not have an individually billed government travel card. However, the approving official must approve the spouse's travel and the use of the GTA *before* the assignment begins.

2-2.1.5.4 **Other Nonemployees**

Approving officials are authorized to approve travel for people who are not employees of the Postal Service (for example, a contractor) but who are traveling for one of the following reasons:

- a. To confer with postal officials on official postal matters.
- b. For the benefit of the Postal Service.

2-2.1.6 **For International Travel**

2-2.1.6.1 **To Canada and Mexico**

All officers may approve travel to Canada and Mexico.

When the decision is made, the approving official sends a copy to the vice president, International Business. International Business coordinates travel with the foreign postal administration along with other federal agencies and assists the traveler in obtaining the required travel credentials.

The chief postal inspector is responsible for approving international travel for postal inspectors on official investigations. That travel is governed by internal instructions from the Postal Inspection Service.

The inspector general, assistant inspectors general, deputy assistant inspectors general, and directors are responsible for approving international travel for inspector general personnel. That travel is governed by internal instructions from the Office of Inspector General (OIG). Signatures of the above individuals on a travel voucher indicate OIG approval.

2-2.1.6.2 **To Other Countries**

The vice president, International Business performs the following activities relating to international travel:

1. Reviews all international travel except travel to Canada and Mexico.
2. Approves travel of members of the United States Postal Service delegations to attend international conferences, congresses, and meetings of international postal organizations.
3. Ensures that the necessary documents are prepared.

The chief postal inspector is responsible for approving international travel for postal inspectors. That travel is governed by internal instructions from the Postal Inspection Service.

The inspector general, assistant inspectors general, deputy assistant inspectors general, and directors are responsible for approving international travel for inspector general personnel. That travel is governed by internal instructions from the OIG. Signatures of the above individuals on a travel voucher indicate inspector general approval.

2-2.2 **Authorizing Transportation**

The Postal Service allows employees to rent vehicles such as automobiles, boats, aircraft, or other vehicles for travel on official business within or outside the designated duty station, if this is advantageous to the Postal Service. The vehicles rented should provide the least costly type of transportation available.

Approving officials must approve the use of a privately owned vehicle (POV) or rental vehicle *before* expenses are incurred.

Approving officials may approve the use of a General Services Administration (GSA)-contracted vehicle only after determining that no vehicle owned or leased by the Postal Service is available.

2-2.3 **Authorizing Lodging**

2-2.3.1 **For All Travelers**

Approving officials must be careful about what they approve. When considering lodging rates, they must do the following:

1. Take into consideration the traveler's efforts to secure less costly housing.
2. Fully assess the cost of lodging by analyzing the distances from lodging facilities to the work assignment and the related transportation costs.

2-2.3.2 **For Travelers Needing Leased Lodging**

If the traveler is on a long-term temporary assignment and if it would be in the interest of the Postal Service to rent housing — such as a room or apartment — the appropriate approving official (see Appendix [C](#)) may approve a fixed-term lease for furnished lodgings or for unfurnished lodgings and the required furniture. Whenever possible, the lease should be on a

month-to-month basis in order to keep the Postal Service's commitments to a minimum.

The approving official must do the following:

1. Approve the use of leased lodging *before* expenses are incurred.
2. Ensure that the total leased charges will be less costly than the total of daily rental charges, such as a hotel.
3. Ensure that the total leased charges are not offset by local transportation expenses, commuting time, and similar costs.

2-2.4 **Authorizing Intermediate Trips Home**

When the extended duty assignment or detail is activated, the officials who approve the travelers' expense vouchers determine the frequency of their intermediate travel home. See [8-1.9](#) for more information about trips home during extended travel.

The Postal Service does not pay for travel costs for intermediate trips to any locations other than your permanent duty station; these costs will not be approved by the approving officials.

2-2.5 **Reviewing and Approving Expense Reports**

All eTravel expense reports must be electronically submitted to the specified approving official. An approving official — or “approver” — is designated for each traveler. The approver has access to eTravel through a personal logon ID and password. The appropriate approving official reviews the electronic expense report. Electronic approval and submission of eTravel expense report to the designated back office signifies the following:

- a. The approving official has verified that the transportation and expenses comply with postal policy.
- b. The approving official had certified that the transportation and expenses are the most advantageous to the Postal Service.
- c. The approving official had verified that all “flags” within a report are explained and any “remarks” entered by the traveler are accurate.

When an approving official receives an eTravel expense report, he or she must do the following:

1. Make sure that all charges claimed are reasonable, considering the area where they were incurred.
2. The approving official may send the report back to the traveler for correction or explanation of expenses claimed, if necessary. The approver is not able to alter the report.
3. Electronically approve the expense report to indicate that the expenses are approved. The electronic approval sends the expense report to Back Office Processing for possible audit and payment processing.

Back Office Processing performs random audits of scanned reports and processes expense reports for payment. If items on an expense report are not properly supported by the required receipt report, the expenses will not be paid.

2-2.6 **Reviewing Travel Expense and Advance Reports**

Approving officials review the Travel Expense and Advance Reports to determine which employees owe money to the Postal Service. The approving officials must notify these employees in writing of any outstanding advance and instruct them to repay the amount owed.

2-2.7 **Protecting the Government Travel Account**

Approving officials must protect and safeguard the GTA account against improper and unauthorized use and maintain proper controls. Approving officials may delegate the responsibility for protecting and controlling GTA forms to specific employees.

2-3 **Issues That Affect Travel Policy**

As you prepare for a trip, be aware that travel policy varies depending upon the following issues. See the appropriate chapter for the details of the travel policy.

- a. Duration of the trip. Travel policy varies depending upon whether the trip lasts more or less than 12 hours, is overnight, between 30 and 180 days, or more than 180 days.
- b. Destination. Policy varies according to whether your destination is less than a 50-mile radius away from your official duty station (local travel); 50-mile radius or more away from your official duty station but within the continental United States (CONUS); Alaska, Hawaii, Puerto Rico, or U.S. possessions; Canada or Mexico; or a country other than Canada or Mexico.
- c. Purpose of the trip. Travel policy might be affected depending upon whether the trip is for attending meetings or conferences, training, serving as a witness, serving as a juror, relocating, or conducting official business for the Postal Service.
- d. Your relationship to the Postal Service.

If you *are* an employee of the Postal Service, travel policy varies according to whether you are a bargaining unit employee or nonbargaining unit employee.

If you *are not* an employee of the Postal Service, the policy varies according to whether you are a potential employee of the Postal Service, expert consultant, outside contractor, member of an advisory council or board, or spouse of an employee of the Postal Service. See section [2-2.1](#).

If you are in the Inspection Service, you must follow the instructions issued by the chief postal inspector.

2-4 Deviating from the Policy

In rare circumstances, you might need to request a deviation from the travel policy of the Postal Service.

2-4.1 What's Allowed

The Postal Service allows deviations only in extreme circumstances. The Postal Service does *not* consider those requests for deviations where specific allowance parameters are presented in this handbook. Ignorance of the policy stated in this handbook does not justify a deviation.

A deviation request will be considered *only* if both of the following apply:

- a. An unusual situation arises which is not directly addressed in this policy handbook.
- b. The case is unique.

2-4.2 How to Request a Deviation

To request a deviation, you must do the following:

1. Write a memo specifically explaining the reason for requesting the deviation.
2. Provide supporting documentation.
3. Submit the request to your immediate supervisor. The immediate supervisor reviews the request, comments, and forwards the file to the approving official.

The approving official reviews your request and indicates whether he or she concurs. The approving official then forwards the request to the manager of National Accounting in Headquarters, who evaluates the request and responds in writing, either to approve or to deny the request.

If Your Request Is...	Then...
a. Approved	A reference to the memorandum approving the deviation must be remarked in the electronic expense report. Be sure to attach the memorandum of approval to the printed receipts report sent to Back Office Processing. The expense report cannot be processed without the memorandum.
b. Denied	You may appeal the decision, but only if you have additional information that was not contained in the original request and that would have a bearing on the decision.

2-5 eTravel Support Staff

Procedural guides for eTravel support staff are available on the eTravel Web page. The following officials assist with eTravel administrative functions:

2-5.1 **eTravel Coordinator**

The eTravel coordinator provides key setup and administrative support for Postal Service travelers who use the eTravel system. Coordinators are located at Headquarters, Headquarters-related field offices, area offices and district offices. Under the direction of National Accounting at Headquarters and the system administrator in the St. Louis Accounting Service Center (ASC), eTravel coordinators do the following:

- a. Serve as the local eTravel system expert and troubleshooter for the assigned office.
- b. Enroll travelers, approvers, and administrative assistants into the eTravel system.
- c. Provide or arrange for eTravel system training for the office.
- d. Serve as a liaison between their local office and the eTravel-related groups. The groups are Back Office Processing at the St. Louis ASC and Headquarters National Accounting.
- e. Maintain eTravel system enrollment forms and systems access records.

2-5.2 **eTravel Administrative Assistant**

The eTravel administrative assistant can create an electronic expense report for his or her officer or PCES manager using eTravel. To be an administrative assistant, an employee has to be set up as a traveler in eTravel, and then designated by a manager or officer as an administrative assistant through the Workflow Section of My Info in the Administrative Assistant Section. The administrative assistant cannot submit an electronic expense report for anyone other than himself/herself to an approving official. Once an expense report is created by the eTravel administrative assistant, the officer or manager must do the following:

1. Log on to the eTravel system using his or her logon identification and password.
2. Review and then submit the report to the approving official.
3. Log off the system.

2-5.3 **eTravel Web Alias**

A Web alias is a person designated by the district or plant manager to assist those travelers within the manager's jurisdiction in creating and submitting an expense report in eTravel. Only travelers without access to a computer or otherwise designated by their manager to use a Web alias will be allowed to have a Web alias create and submit expense reports for them.

The district or plant manager authorizes people to have Web alias access on PS Form 1357, *Request for Computer Access*, which must be sent to National Accounting at Headquarters for processing. Access to Web alias in eTravel will be restricted as follows:

- a. Individuals who are approvers will not be given Web alias access.
- b. Individuals who are eTravel coordinators will not be given Web alias access.
- c. Individuals with *PostalEASE* Web administration application access to electronic fund transfer (EFT) to input net-to-bank information for eTravel will not be given Web alias access.

2-6 Forms You Will Need

If You Are...	Use This Form...		To...
Preparing to travel	1011	<i>Travel Advance Request and Itinerary Schedule (optional for nonbargaining unit employees)</i>	<ul style="list-style-type: none"> ■ Get approval for travel. ■ Get a travel advance — bargaining unit employees only. <p>The traveler's approving official may decide how much of the itinerary section must be completed.</p>
Returning from nonlocal travel for bargaining unit employees not enrolled in eTravel	1012	<i>Travel Voucher</i>	<ul style="list-style-type: none"> ■ Report an advance. ■ Account for a trip cut short or canceled. ■ Get reimbursed for travel expenses.
Returning from nonlocal travel for employees using eTravel who do not have access to a computer	1012-E	<i>eTravel Expense Report</i>	<ul style="list-style-type: none"> ■ Pay government travel card vendor. ■ Account for a trip cut short or canceled. ■ Reimburse traveler's bank account for travel expenses.
Returning from local travel for bargaining unit employees not enrolled in eTravel.	1164	<i>Claim for Reimbursement for Expenditures on Official Business</i>	<ul style="list-style-type: none"> ■ Get reimbursed for official travel expense. (see paragraph 7-1.1.1.3, Reimbursement for Local Travel).
Returning from local travel for employees using eTravel who do not have access to a computer	1164-E	<i>eTravel Expense Report</i>	Reimburse traveler's bank account for local travel in excess of \$15 (see paragraph 7-1.1.1.3 , Reimbursement for Local Travel).
Involved in an accident with your rental car	Standard Form 91	<i>Operator's Report of Motor Vehicle Accident</i>	Report damages to a rental car while traveling.

3 Tools for the Traveler

To make your traveling easier, the Postal Service has created these two programs which help reduce paperwork and your need to travel with large amounts of cash:

- a. The Government Travel Account (GTA) allows bargaining unit employees who do not have individually billed travel cards to have their tickets on common carriers, such as airlines or railroads, billed directly to the Postal Service.
- b. The Government Credit Card System (GCCS) provides designated employees with a travel card to use for official travel.

This chapter provides an overview of these programs.

3-1 Government Travel Account

3-1.1 What It Is

The Government Travel Account is a program through which common carriers, such as airlines and railroads, can bill tickets directly to the Postal Service. Each office using this system is assigned a unique account number. Common carriers bill the Postal Service who, in turn, bills the office having that account number.

3-1.2 Who May Use It

Only the following people may use the GTA:

- a. Bargaining unit employees who do not have individually billed travel cards, unless they are relocating.
- b. Their spouses, under certain circumstances.
- c. Special guests of the Postal Service.
- d. Expert consultants, except contractors.
- e. Witnesses.

Important: You may *not* use the GTA for travel during relocation.

3-2 Government Travel Card System

3-2.1 What It Is

The Government Travel Card System is a program offered by the Postal Service in which an individual government travel card with automatic teller machine (ATM) privileges is issued to designated employees for use while on official travel. If you are issued a travel card, the card is in your name, and charges are billed directly to you for payment.

If you have this card, you may use it for any of the following:

- a. Transportation, lodging, and other travel-related services when traveling on official business for the Postal Service.
- b. Authorized travel of your spouse.
- c. Your immediate family if they are traveling because you are being permanently relocated.

In addition, bargaining unit employees who have individually billed travel cards *must* use the ATM feature of their card to obtain travel advances. Bargaining unit employees who do not have individually billed travel cards may request an advance by filling out PS Form 1011, *Travel Advance Request and Itinerary Schedule*. For more information on advances, see [4-2](#).

Important: You may *not* use the government travel card for personal business.

3-2.2 Who May Be Issued a Card

If you are a bargaining unit employee and you are designated a frequent traveler by your facility manager, it is strongly suggested, but not required, that you request an individual government travel card for official travel.

If you are a nonbargaining unit employee, you must have a card.

3-2.3 How to Request a Card

To request an individual government travel card, follow these steps:

1. Obtain an application from your government travel card coordinator.
2. Fill out the application.
3. Have it approved by an approving official (see Appendix [C](#)).
4. Return it to your coordinator.

In approximately 2 weeks, the travel card company will send both your travel card and ATM personal identification number (PIN) to the address you specified as your billing address.

3-2.4 Responsibilities of the Cardholder

As a cardholder, you are accountable for all charges made with the card. Therefore, you must always do the following:

1. Protect the card against unauthorized use.
2. Complete eTravel reports and submit receipts to St. Louis Accounting Service Center (ASC) so that payments will be issued to the government travel card vendor on a timely basis.
3. Pay the portion of your monthly travel card bill not directly reimbursed to the government travel card vendor through eTravel on time.

Reminder: The individual government travel card is for official travel only. Do *not* use it for personal business.

3-2.4.1 **If the Card Is Lost or Stolen**

If your card is lost or stolen, follow these steps:

1. Notify the travel card company. Use the instructions that accompanied the card when it was issued to you.
2. Notify your government travel card coordinator.

3-2.4.2 **If You Are Transferred**

If you have been issued an individual government travel card and are transferred, you must provide the government travel card coordinator at your new permanent duty station with the name and telephone number of the coordinator at your old duty station.

The coordinator at your new permanent duty station then notifies the travel card company so that budgetary and reporting information associated with the card can be updated.

3-2.5 **Cardholder Benefits**

3-2.5.1 **Benefits Offered by the Travel Card Company**

Occasionally, the Postal Service will change the company providing the travel card in order to obtain better services at reduced rates. Each company typically offers benefits to its cardholders, such as accident insurance while traveling, baggage insurance, and club assistance programs. The Postal Service encourages you to become familiar with and take advantage of the benefits offered by the current company. Information about these benefits is available from the travel card company, not the Postal Service.

Important: Although these benefits are available to cardholders, they are not considered to be, either in whole or part, associated with the Postal Service travel policy or benefits.

3-2.5.2 **Reimbursement of Postage**

You may request reimbursement for the postage used to make payments to the government travel card company. Use your eTravel expense report to claim this expense.

3-2.6 Cancellation and Reinstatement

3-2.6.1 Canceling the Card

3-2.6.1.1 If You Voluntarily Cancel Your Card

If you have an individually billed travel card, you should voluntarily cancel your card only when retiring or terminating your employment with the Postal Service.

3-2.6.1.2 If the Travel Card Company Cancels Your Card

The government travel card company will cancel your card for:

- a. Repeated suspensions in a 12-month period.
- b. Payments of undisputed charges that are delinquent for 120 days.
- c. Payment by nonsufficient funds (NSF) checks.

The individual government travel card is the only way that nonbargaining employees and bargaining employees with individually billed travel cards can obtain government-rate travel tickets. If your government travel card is canceled and you must travel on official business, you will only be reimbursed up to the government rate for the tickets. You will be responsible for any additional costs incurred for the transportation tickets. See Management Instruction FM-640-2002-1, *Government-Issued, Individually Billed Travel Charge Cards*, for the policy concerning cancelled travel charge cards.

3-2.6.2 Reinstating the Card

To reinstate a card that was *suspended*, you must pay all outstanding charges in full. When the travel card company receives full payment, it may remove the suspension.

To reinstate a card that was canceled for nonpayment, follow these steps:

1. Pay all outstanding charges in full.
2. Write a personal letter to the travel card company through the Postal Service's travel card program manager to explain your reasons for nonpayment and to request reinstatement.
3. The travel card company then reviews your credit history with *all* creditors, your explanation for nonpayment, and other issues, such as the amount of the unpaid bill and the length of time it was unpaid. After making a decision, the travel card company notifies you in writing.
4. If you are reinstated, send a copy of the reinstatement notice to your coordinator.

4 Preparing to Travel

4-1 Getting Approval

The approval process varies depending upon where you are going, for how long, and for what reason. This chapter explains the procedures for regular travel, extended duty assignments or details, and travel outside the United States.

4-1.1 For Regular Travel

Regular travel is travel to another city within the United States to conduct official business for the Postal Service. Most of your travel will be in this category.

4-1.1.1 What's Required

Typically, your immediate supervisor notifies you of an upcoming trip. You must then prepare and submit the paperwork and have the trip approved before you are scheduled to depart.

4-1.1.2 How to Get Approval

Follow the steps below to get approval for your trip:

1. Make your travel arrangements. Always use government rates for transportation and lodging. Your approving official must concur with your travel arrangements.
Reminder: Be sure to plan your itinerary to accomplish your purpose with a minimum investment of time and expense.
2. Complete PS Form 1011, *Travel Advance Request and Itinerary Schedule*. This form conveys your itinerary and travel arrangements to your immediate supervisor and the approving official. See Appendix [B](#) for complete information on how to fill out PS Form 1011.
(If you are a bargaining unit employee who does not have an individually billed travel card, PS Form 1011 also conveys your request for an advance of money for travel. For more information, see 4.2.)
3. Submit the completed PS Form 1011 to your immediate supervisor, who then forwards it to an approving official for approval.

The approving official reviews the form to be sure that you are making the most advantageous and least expensive travel arrangements.

If You Are...	The Approving Official...
a. A bargaining unit employee who does not have an individually billed travel card requesting an advance	Signs and forwards the form to the payment office which then issues your advance.
b. Any other employee	Sends the form back to the employee. Bargaining unit employees need approval for trip even if they use an individually billed card.

4-1.2 For Extended Duty Assignments or Details

4-1.2.1 What's Required

When a temporary assignment or detail away from your permanent duty station is expected to last longer than 30 days, you must obtain approval in advance from the next higher-level manager over the manager of the position, unless the detail assignment was originally approved by a PCES manager.

4-1.2.2 How to Get Approval

To obtain approval for an extended duty assignment or detail away from your permanent duty station, follow the steps for regular travel, but submit your completed itinerary to your immediate supervisor at least 2 weeks before departure to allow time for your travel to be approved.

Your request must outline all of the following:

- a. Destination.
- b. Purpose of the trip.
- c. Justification for the duration of the trip.
- d. Benefit to the Postal Service.

4-1.3 For International Travel

4-1.3.1 What's Required

You must write a letter to your vice president for approval of your international travel. This letter must include your proposed itinerary and the purpose of your trip. Once approved, this letter is forwarded to the office of the deputy postmaster general for concurrence. The office of the deputy postmaster general will forward the approvals to the office of the vice president, Global Business, which will coordinate any necessary arrangements to facilitate the travel.

A copy of the approval must be attached to your receipts report and submitted to Back Office Processing for scanning into the eTravel system.

Important: If you do not hold a valid official passport — the one with a red-brown cover — your request must also include an application for an official passport through Global Business. Be sure that your request meets U.S. Passport Office requirements.

4-1.3.2 **How to Submit Your Request**

Submit your written request as early as possible before departure, but no later than the minimum requirements below.

Do You Have an Official Passport?	Then Submit Your Request at Least . . .
a. Yes	14 days before your expected departure date.
b. No	45 days before your expected departure date <i>plus</i> the time required by the U.S. Passport Office to process your application for an official passport.

Submit your request to your immediate supervisor, who will forward it to the appropriate approving official for your destination.

Important: This policy does not apply to field personnel who make frequent short-term trips to Canada or Mexico for continuing, normal postal business with Canadian and Mexican postal representatives. Field personnel making these trips follow the normal process for travel approval.

4-1.3.3 **To Attend an International Conference, Congress, or Meeting of an Postal Organization**

If you are attending an international conference, congress, or a meeting of an international postal organization, your immediate supervisor or manager submits your request to the vice president, Global Business, who is responsible for preparing the necessary documents and for approving travel.

4-2 Getting Advances

4-2.1 **What's Allowed**

Bargaining unit employees who do not have individually billed travel cards may request an advance of money to pay for regular travel or travel for training. You must repay the Postal Service for the advance as soon as your travel is complete. Travel advances for nonbargaining employees are not allowed.

4-2.1.1 **If You Are a Bargaining Unit Employee**

If you are a bargaining unit employee who does not have an individually billed travel card and are required to travel away from your duty station for official business or training, you may receive an advance to cover the cost of your lodging plus per diem.

Is Lodging Provided at Your Destination?	Then Your Maximum Allowable Advance Is...
a. Yes	\$1,000
b. No	\$1,000 plus the cost of your lodging, including taxes

Advances are paid from the San Mateo Accounting Service Center (ASC). Be sure to allow sufficient time for your request to be approved, submitted to the payment office, and a check issued.

4-2.1.2 **If You Are a Bargaining Unit Employee Who Has an Individually Billed Travel Card**

If you are a bargaining unit employee who has an individually billed travel card, you are limited to a maximum of \$50 for each day that you are on official travel, rounded up to the next increment required by the ATM feature of your individual government travel card. Bargaining unit employees have a maximum ATM withdrawal of \$350 each week for their travel advance.

Important: You must use the ATM feature of your individual government travel card to obtain any needed advance.

The travel card company will bill you for your advance and any associated user fee. The Postal Service will reimburse you for the user fee and any bank fee charged for the ATM transaction.

4-2.2 **Advances and the Internal Revenue Service**

If your travel advance remains outstanding for a period of 120 days or more after your travel is complete, the Internal Revenue Service (IRS) considers that advance to be compensation and, therefore, subject to federal income tax, FICA, and Medicare taxes.

Consequently, the IRS requires employers, such as the Postal Service, to report any outstanding advances to them, include the amounts in your Form W-2, *Wage and Tax Statement*, and deduct the appropriate taxes even though you later repay the advance. These regulations apply to both bargaining unit and nonbargaining unit employees.

Important: You still must repay these outstanding amounts to the Postal Service.

4-2.3 **How to Get an Advance**

4-2.3.1 **If You Are a Bargaining Unit Employee Who Does Not Have an Individually Billed Travel Card**

1. Fill out PS Form 1011, *Travel Advance Request and Itinerary Schedule*. See Appendix [B](#) for information on how to fill it out.
2. Submit the completed form to your immediate supervisor as soon as possible before departure, allowing time for approval and for payment through the San Mateo ASC. Your supervisor then submits the form to the appropriate approving official who forwards it to the San Mateo ASC. Your advance check will be issued at least 1 week but not more than 2 weeks before you depart.

4-2.3.2 **If You Are a Bargaining Unit Employee Who Has an Individually Billed Travel Card**

You must use the ATM feature of your individual government travel card to get your travel advance. (If you do not have an individual government travel card, see [3-2.3](#) for information on how to request a card.) Do not make your

ATM withdrawal until immediately prior to departure, preferably no sooner than 2 to 3 days.

4-2.3.2.1 **Calculate the Allowable Amount**

Use this formula to calculate the amount of cash you're allowed to withdraw.

		Expected number of days you will be on official travel
x	\$ 50	Maximum allowance per day
+		Additional amount to meet ATM requirements for withdrawal
		Amount of cash you may withdraw

Note: Bargaining unit employees may receive a cash advance equal to \$50 per day, up to a maximum of \$350.

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5 Arranging Transportation

Transportation includes all official travel by air or surface and any other expenses related to that travel.

This chapter presents your responsibilities for setting up your itinerary, dealing with promotional incentives, and when necessary, performing a cost comparison and obtaining refunds. It also addresses the criteria for determining the method of transportation to use and the procedures for arranging transportation by air, train or bus, Postal Service or General Services Administration (GSA) vehicle, privately owned vehicle, and rented vehicles.

5-1 Your Responsibilities

5-1.1 For Setting Up Your Itinerary

When setting up your itinerary, you are responsible for using the method of transportation most advantageous to the Postal Service, taking the most direct route, and using the least expensive services available that still meet your needs. Travel arrangements must have the concurrence of your approving official.

Important: The Postal Service has contractual arrangements with specific travel agencies to provide such services as reservations and ticketing for official travel. You must use these travel agencies when arranging transportation.

5-1.1.1 Use the Method of Transportation Most Advantageous to the Postal Service

5-1.1.1.1 What's Required

When you travel on official Postal Service business, use the method of transportation that is the most advantageous to the Postal Service. You should consider all costs — actual transportation costs as well as all other related costs to the Postal Service, such as per diem, compensable time, and lost work time.

5-1.1.1.2 The Consequences

If you choose a method of transportation that seems less advantageous to the Postal Service, you must do the following:

1. Obtain prior approval from your approving official.
2. Justify your arrangements on your expense report.

3. Include a cost comparison to show how your arrangements benefit the Postal Service. See [5-1.4](#) for more information.

5-1.1.2 **Take the Most Direct Route**

5-1.1.2.1 **What's Required**

You must take the most direct route from place to place. You may travel nonstop.

5-1.1.2.2 **The Consequences**

If you choose to interrupt your travel or take a less direct route for your personal convenience, the following apply:

- a. You must obtain prior approval from your approving official.
- b. Your per diem may not exceed the per diem allowed for uninterrupted travel by a direct route.
- c. You must provide a cost comparison on your expense report.
- d. You will be paid the lesser amount from the cost comparison.

5-1.1.3 **Use the Least Expensive Services Available**

5-1.1.3.1 **What's Required**

You must use the least expensive services available within reason, balancing the need for efficiency in conducting business against your convenience, safety, and comfort. You must use government rates and discount contract fares arranged by GSA.

When the least expensive fare is not available or when the least expensive fare would cause you to be unreasonably delayed or inconvenienced, be in substantial discomfort, or have your safety jeopardized, you may use a more expensive service. However, you must weigh the increased cost of the fare against the other costs of the delay to the Postal Service, such as lodging or per diem.

5-1.1.3.2 **The Consequences**

If you use a more expensive service, you must do the following:

1. Obtain prior approval from your approving official.
2. Include a statement on your expense report explaining these factors:
 - a. Why you used the more expensive service.
 - b. How the higher cost service is beneficial to the Postal Service.

5-1.2 **For Dealing With Promotional Incentives**

While on travel, you might receive many types of promotional incentives from airlines, hotels, or rental car agencies. What you are allowed to do with these incentives depends upon the type and their benefit to the Postal Service.

5-1.2.1 **Mementos**

Whether you may keep any mementos that you receive depends upon their value.

If the Value Is...	Then You...
a. Less than \$25	May keep the memento.
b. \$25 and over	Must turn it in to the Postal Service with a note explaining the circumstances in which you received it.

5-1.2.2 **Coupons**

You may *not* use for personal travel any coupons for such items as free or reduced transportation fares or free or reduced rates that you receive from rental car agencies or hotels as a result of official travel.

Do You Expect More Official Travel Before the Coupon Expires?	Then You Must ...
a. Yes	Use the coupon for your next trip.
b. No	Turn it in to your immediate supervisor or manager. If your local office is unable to use your coupon before it expires, then forward it to the local, district, or area finance office.

5-1.2.3 **Benefits From Frequent Flyer or Frequent Traveler Programs**

You must never use a more expensive means of transportation or accommodations solely to accumulate mileage, points, or other such benefits from frequent flyer or frequent traveler programs. You must always make the most economic and convenient arrangements available that allow you to complete business efficiently.

5-1.2.3.1 **Mileage or Points**

You may keep and use for personal travel any accumulated mileage or points that you receive by participating in frequent flyer or frequent traveler programs, such as those sponsored by airlines or hotels.

5-1.2.3.2 **Upgrades**

You may keep free upgrades for hotel accommodations, rental cars, and airline seating.

5-1.3 **For Obtaining Refunds**

If either of the following situations occurs, be sure to obtain a refund coupon from the carrier's ticket agent:

- a. You receive services that are different from or of lesser value than those authorized.
- b. You do not use a portion of your ticket.

If you do not have the unused tickets or coupons to show that your travel arrangements were changed, then you must obtain written acknowledgment from the common carrier's representative.

When your travel is complete, claim only the actual cost of your ticket on your eTravel expense report. Itemize the full ticket cost and designate that portion of the ticket not used as "personal."

5-1.4 **For Performing a Cost Comparison**

If your travel arrangements do not seem advantageous to the Postal Service — such as taking a less direct route or using your privately owned vehicle only as a personal convenience — you must submit a cost comparison on your expense report. You are reimbursed the lesser amount. Your cost comparison must include all of the items listed in [5-1.4.1](#) through [5-1.4.3](#).

5-1.4.1 **Cost of Common Carrier Transportation**

If you are using a method of transportation that seems less advantageous to the Postal Service — such as using your privately owned vehicle, rather than using a common carrier, for personal convenience or choosing to travel by air when train is more economical — your reimbursement will be limited to the estimated cost of common carrier transportation, including estimated per diem.

Determine this cost by considering the following:

- a. If air travel is approved, use the cost of the least expensive service available at the government rate.
- b. If train or bus travel is approved, use the cost of coach transportation.

5-1.4.2 **Cost of Travel To and From Terminals**

When determining the estimated costs of common carrier transportation — such as taxis or shuttles — use the cost of the least expensive transportation available to and from the airports or the train or bus stations.

5-1.4.3 **Per Diem**

The estimated per diem is limited to the amount allowable if you had used the approved mode of transportation.

If your trip included more than one temporary duty station, you must reconstruct the entire trip so that you claim only the per diem periods that you would have claimed if you had used the approved mode of transportation.

Important: If using your privately owned vehicle rather than a common carrier takes more time during normal working hours than using the common carrier, you will be charged leave for the excess time.

In eTravel, use the Report Remarks feature to record the details of your Cost Comparison when you use your privately owned vehicle instead of a common carrier. Show the cost of travel using by air or train, and the cost of transportation to and from the air or train terminals. Also include any cost of parking that would have been incurred. This is the amount reimbursable for

travel. Submit your eTravel reimbursement request using the Privately Owned Vehicle expense type. If the cost for driving is less than what has been determined to be reimbursable, include the full round trip distance in the Privately Owned Vehicle expense entry. If the mileage reimbursement is greater than the amount that has been determined to be reimbursable, divide the reimbursable amount by the current mileage rate, and submit for that amount of mileage through eTravel.

Example One:

Airfare \$250

Taxi To and From Airport \$50

Total Reimbursable Cost \$300

Mileage To and From Destination: 500

Times Current Mileage Reimbursement Rate .365

Reimbursable Amount \$182.50

Claim 500 miles through eTravel using the Privately Owned Vehicle expense type.

Example Two:

Airfare \$250

Taxi To and From Airport \$50

Total Reimbursable Cost \$300

Mileage to and from Destination: 1,500

Times Current Mileage Reimbursement Rate .365

Calculated Mileage Reimbursement \$547.50

Reimbursable Amount \$300.00

Divided by Current Mileage Reimbursement Rate .365

Miles to Enter Into eTravel Under Privately Owned Vehicle 822

5-2 Arranging Air Transportation

5-2.1 Making the Reservation

5-2.1.1 What's Required

The Fly America Act requires that you use American air carriers, regardless of cost, convenience, or personal travel preferences. In unusual circumstances, an officer of the Postal Service may authorize an exemption from using American air carriers. You must request this exemption at least 2 weeks before your departure.

You must make reservations as far in advance as possible to allow the Postal Service to take advantage of any special fares that may be available for advance reservations and ticket purchases. However, be aware that certain discounted fares are subject to substantial penalty upon cancellation.

If you are traveling overseas on official travel you may fly business class if the duration of your flight, including layovers to change planes, exceeds 10 hours. The following restrictions apply to trips where business class seating is requested:

- a. The point of departure and return must be your regular duty station.

- b. The flight must be by the most direct route possible to your destination.
- c. The flight may not be combined with a domestic trip.
- d. You must obtain business class travel accommodations (unless you are a Postal Service officer) from the Headquarters travel agency.

Important: If you arrange for better services than those specifically authorized, solely for personal preference — such as upgrading the class of service — you must pay the additional costs.

5-2.1.2 How to Make Your Airline Reservation

Reminder: You must use the Postal Service contracted travel agency to make airline reservations. The procedure for making your reservations varies according to whether you are a bargaining or nonbargaining unit employee.

If You Area...	To Obtain Your Airline Tickets...
a. Bargaining unit employee who does not have an individually billed travel card	Fill out an airline ticketing form to charge the ticket to the appropriate Government Travel Account. For the procedures, contact your supporting finance office.
b. Nonbargaining unit employee or bargaining unit employee who has an individually billed travel card	Use your individually billed government travel card.

5-2.1.3 What Happens Next

The contract travel agency determines the lowest fare and informs the traveler of available flights.

Important: If you decline the lowest cost flight available and do not provide a reasonable explanation to the travel agent, you will see a statement to this effect on your itinerary, and a copy of your itinerary will be sent to the administering finance office.

5-2.2 Handling Unusual Circumstances

5-2.2.1 Traveling on Short Notice

If there is not enough time for your ticket to be processed before you depart, the travel agency may issue a prepaid ticket for you to pick up at the airport. Because of extra charges associated with issuing a prepaid ticket, this option is used only when absolutely necessary.

If your ticket is canceled or cannot be picked up, immediately notify the travel agency or the person who made the reservation.

The standard form for air travel is electronic tickets. Travelers or travel arrangers receive itinerary invoices by e-mail or fax.

5-2.2.2 Changing Your Itinerary

If your itinerary changes after you have your ticket, immediately notify the travel agency or the person who made the reservation.

Reminder: Be sure to return any unused ticket coupons or applications for refund or credit to the travel agency for processing.

If the changes increase the cost and if you are away from the office, pay the additional charge and submit the expense on your expense report when you return.

5-2.2.3 **Canceling a Reservation**

To cancel a reservation, notify the travel agency and return the ticket to the travel agency immediately for a refund.

5-2.2.4 **Needing After-Hours Service**

If you must respond to an emergency that requires air travel when the travel agency is closed, call the travel agency's toll-free number. If necessary, you can ask them to issue a prepaid ticket for you to pick up at the airport. See [5-2.2.1](#) for information about traveling on short notice.

5-3 Arranging Transportation by Train or Bus

5-3.1 **Determining When to Use**

For trips of a short distance, consider traveling by train or bus. Be sure to compare all costs involved, including the following:

- a. Train, bus, and air fares.
- b. Any taxi fares to train stations, bus stations, or airports at both your departure and destination cities.
- c. The time involved getting to and from the train station, bus station, or airport as well as the time en route.

5-3.2 **Buying a Ticket**

When buying a train or bus ticket, you must do the following:

1. Present your Postal Service identification.
2. Ask for government rates.

5-4 Arranging to Use a Postal Service or GSA Vehicle

5-4.1 **Determining When to Use**

When it is advantageous to the Postal Service for you to travel by automobile, you are expected to use a Postal Service-owned vehicle, GSA-contracted vehicle, or GSA-owned vehicle.

You must first try to obtain use of a Postal Service vehicle, before attempting to obtain use of a GSA-contracted or GSA-owned vehicle. If none of these are available, the Postal Service may approve the use of your privately owned vehicle (POV).

5-4.2 Reserving a Vehicle

Only the appropriate approving official may approve the use of a Postal Service or GSA-contracted or GSA-owned vehicle.

5-4.2.1 Postal Service Vehicle

Your local office has procedures in place for reserving a Postal Service vehicle for official travel. Contact the approving official to find out the procedures for your office.

5-4.2.2 GSA-Contracted Vehicle

GSA has contracted with rental car agencies to obtain less costly government rates. You can find information relating to government-contract rentals in the Ground Transportation section of the *Federal Travel Directory*.

Use a GSA-contracted vehicle only in these circumstances:

- a. For short-term rentals, such as daily or weekly.
- b. When no vehicle owned or leased by the Postal Service is available.

The approving official may approve use of a GSA-contracted vehicle after determining that there is no vehicle owned or leased by the Postal Service available.

5-4.2.3 GSA-Owned Vehicle

A GSA Interagency Motor Pool System (IMPS) vehicle is available only on a monthly basis. For information about leasing a GSA-owned vehicle, contact the Motor Equipment Services Division of the appropriate GSA regional office servicing your installation.

5-4.2.3.1 Your Responsibilities When You Receive the Vehicle

When you receive the vehicle, you must do the following:

1. Sign GSA Form 2556, *Misc. Charges & Adjust.* Keep a photocopy of the form in your office for reference.
2. Complete GSA Form 494, *Monthly Motor Vehicle Use Record*, a two-part form.

5-4.2.3.2 Your Responsibilities Each Month

Each month during the lease, GSA will send you Form 494 with the pertinent information preprinted — tag number, region number, motor pool number, and Billing Office Address Code (BOAC) number. At the end of each month, you must do the following:

1. Complete the form for that month.
2. Return the first part to GSA for processing.
3. Send the second part to the St. Louis Accounting Service Center. They use it to verify the billing charges that GSA will send to them.
4. To be reimbursed for parking, follow the same rules as for privately owned vehicles (see [8-1.3](#)).

5-5 Arranging to Use Your Privately Owned Vehicle

A privately owned vehicle (POV) may be an automobile, a motorcycle, or an airplane.

5-5.1 Determining When to Use

5-5.1.1 Circumstances That May Justify Use of Your POV

You may receive approval to use your POV in the following circumstances:

- a. It will be advantageous to the Postal Service.
- b. You are on specific assignments, such as investigation and route examinations, customer service travel, and postal systems reviews.
- c. You are participating in civil defense tests and activities. Employees traveling for civil defense purposes to and from emergency locations are considered to be on official business and acting within the scope of their employment.

You may also receive approval to use your POV for personal convenience. However, you must submit a cost comparison with your expense report. See [5-1.4](#) for information on performing a cost comparison.

5-5.1.2 Criteria That the Approving Official Will Use

The approving official's decision will be based on, but not limited to, the following criteria:

- a. Whether commercial air, train, or bus service is suitable.
- b. Whether Postal Service or GSA vehicles are available.
- c. Whether using your POV would reduce the overall cost of travel, such as by saving on per diem or local transportation expenses.
- d. Whether using your POV would save time, either travel time or overall work time.
- e. Whether your POV would be used extensively in the vicinity of the temporary duty station.
- f. Whether the vehicle is required for civil defense travel.

5-5.2 Allowable Expenses When Using Your POV

5-5.2.1 For Your Car or Motorcycle

The allowable expenses for using your car or motorcycle vary according to whether you are using it because no Postal Service or GSA vehicle is available or because it is more convenient for you to do so.

5-5.2.1.1 If No Postal Service or GSA Vehicle Is Available

5-5.2.1.1.1 Mileage and Travel Time

If no Postal Service or GSA vehicle is available, you can be reimbursed for all mileage incurred for official business. Use odometer readings or standard mileage guides to determine the number of miles.

Travel time is the reasonable driving time for the distance you traveled.

You must explain any substantial deviation from either mileage or travel time on your expense report.

5-5.2.1.1.2 **Parking**

If you are required to use your POV on official business at a temporary duty station and if you have paid for monthly parking at your permanent duty station, you may be reimbursed the portion of your monthly parking fees at your permanent duty station that you paid for but did not use. See [8-1.3c](#) for information on how to calculate the reimbursable amount.

5-5.2.1.2 **If You Are Using Your POV as a Personal Convenience**

Reminder: If you are using your POV only as a personal convenience, you must submit a cost comparison with your expense report. See [5-1.4](#) for information on performing a cost comparison.

If you are a supervisor, you will be reimbursed at either the daily rate or the standard mileage rate, whichever is greater, when you have been approved to use your POV for either of the following assignments:

- a. Supervising carriers.
- b. Inspecting routes.
- c. Motor vehicle service operations, supervising Postal Vehicle Service (PVS).
- d. Airport ramp operations.

Important: If you are a supervisor, you must submit Form 4570, *Vehicle Time Record*, to the servicing Vehicle Maintenance Facility (VMF) to report one of the following:

- a. Your mileage, if you are claiming mileage. Odometer readings are not required; however, you are responsible for the integrity of the claim. If the approving official questions your claim, you must provide evidence that supports the distance traveled.
- b. The actual time devoted to the duties listed above, if you are claiming the daily rate.

If you are a postmaster, follow the instructions for local travel and transportation of supervisory and nonsupervisory personnel. See Handbook F-1, *Post Office Accounting Procedures*, Subchapter 740.

5-5.2.2 **For Your Airplane**

If you have approval to use your own airplane, you are allowed to charge as air mileage only the distance between the airport where the trip began and the airport where it ended.

If you had to make a detour because of adverse weather, mechanical difficulty, or other unusual conditions, you may include the additional air mileage; however, you must explain the circumstances.

To determine the air mileage, use the airway charts issued by the National Oceanic and Atmospheric Administration (NOAA), Department of Commerce.

If you get approval to use your personally owned airplane for official travel to areas where there is no commercial air service, you may be reimbursed an amount computed by multiplying the mileage rate for airplanes (see Appendix [B](#)) times the total mileage as shown on the charts issued by NOAA.

5-6 Arranging to Use Rented Vehicles

If it is advantageous to the Postal Service, you may be allowed to rent vehicles such as automobiles, boats, aircraft, or other vehicles for travel on official business within or outside the designated duty station. You may use rental cars only when a Postal Service or GSA car is not available and use of an automobile is justified.

5-6.1 **What's Required**

The appropriate approving official must approve all vehicle rentals in advance. The vehicles rented should provide the least costly type of transportation available.

When renting a vehicle, be sure to request the usual discount given to Postal Service and government employees.

You must justify the rented vehicle on your expense report and explain the special circumstances which made the rental vehicle necessary.

5-6.2 **Allowable Expenses**

The Postal Service will allow reimbursement for the cost of the vehicle and for any costs associated with the vehicle, such as ferry fees; bridge, road, and tunnel tolls; and airplane parking, landing, and tiedown fees.

5-6.3 **Reimbursement for Insurance**

The Postal Service will *not* reimburse you for collision damage waiver or personal accident insurance offered in commercial contracts by rental vehicle agencies. The only exception is for collision damage waiver insurance when it is requested for a rented or leased vehicle in a foreign country.

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6 Arranging Lodging

6-1 Your Responsibilities

The Postal Service has contractual arrangements with specific travel agencies to provide lodging reservations for official travel. You should use these agencies when arranging lodging. Your approving official must concur with your travel arrangements.

You must make a diligent effort to obtain lodging at a reasonable rate. The policy for allowing actual lodging expenses is not approval to randomly select lodging facilities without regard to cost. The Postal Service does not tolerate any capricious or nondiscretionary use of lodging facilities that charge exorbitant rates.

Control over lodging expenses is an integral part of the approving official's management duties.

Important: If you claim an exorbitant rate for lodging, the approving official will disallow the amount that exceeds the reasonable rate for the location.

However, if you make reasonable attempts to obtain less costly lodging, but your attempts are unsuccessful, the Postal Service will pay for actual expenses incurred.

6-2 What's Allowed

6-2.1 General Policy

The Postal Service reimburses you for actual expenses for lodging when you are in travel status for regular travel, extended duty assignments or details, or training.

If you are in travel status on a nonworkday and you require lodging, the Postal Service reimburses you for the expense.

Reminder: Be sure to save your receipts. To be reimbursed, you must attach required receipts to your Receipt Report and send them to Back Office Processing. Receipts must be from a recognized commercial place of lodging — such as a hotel, motel, or boarding house.

6-2.1.1 Exemptions From Sales Taxes

If you are going on official travel and lodging is required, you should access the General Services Administration (GSA) website to obtain a tax exemption certificate for the location to which you are traveling. The GSA website may

be reached by using the hot link, under Downloads (Help), provided on the finance home page (<http://blue.usps.gov/finance/>) on the Postal Service Intranet.

If you do not find a certificate on the GSA website, you may use the generic tax exemption certificate on the Finance home page.

When checking into a hotel, you should request an exemption from state and local taxes. You should present the tax exemption certificate and appropriate identification when making the request.

If the hotel declines to honor your request for tax exemption, you should pay the tax. You will be reimbursed for the amount of the tax paid.

6-2.1.2 **Staying With Family or Friends**

If you stay in the residence of family or friends for any reason, you may *not* claim lodging expenses. For example, if you perform temporary duty at a former permanent duty station from which your immediate family has not moved, you may not claim lodging when you stay with your immediate family.

6-2.2 **Leased Lodging**

If you are on an extended duty assignment or detail, it may be in the interest of the Postal Service for you to rent lodging, such as an apartment. In such cases, an approving official may approve your signing a fixed-term lease for furnished lodgings or for unfurnished lodgings and the necessary furniture.

Whenever possible, the lease should be on a month-to-month basis in order to keep the Postal Service's commitments to a minimum.

6-2.2.1 **Additional Allowances**

6-2.2.1.1 **Auxiliary Items**

In addition to the cost of the lodging, the Postal Service pays for renting necessary auxiliary items not included in the rental, such as linens, pots and pans, dishes, a television set, one standard telephone and installation, and maid service.

6-2.2.1.2 **Security Deposits**

You will *not* be reimbursed for your security deposit.

6-2.2.1.3 **Cancellations**

If you have been authorized to enter into a lease, you are reimbursed for the actual costs resulting from the lease even if you do not remain at the temporary duty station for the anticipated length of time.

In these cases, you must make every effort to cancel the lease as soon as possible.

6-2.2.1.4 **Immediate Reimbursement**

You may be reimbursed for the following charges as soon as you pay them:

- a. Regular monthly lodging costs (rent plus any auxiliary items).
- b. Any required advance payments, such as the first and last month's rent.

Important: In addition to the receipt showing payment, you must attach to your Receipt Report a copy of the lease agreement that shows that these advance payments were required.

6-2.2.2 What's Required

6-2.2.2.1 Performing a Cost Comparison

To determine the feasibility of leased lodging, you must do a cost comparison between the cost of leased lodging and the cost of daily commercial rates at a hotel or motel for the same length of time.

In calculating the leased rates, be sure to include any items included in the rent, such as utilities, maid service, and furniture.

To provide an accurate comparison, you must calculate the daily commercial rate for the number of days you expect to occupy the unit. Use the formula below to figure your number of days of expected occupancy.

- $$\frac{\text{Number of days in the lease period}}{\text{Number of work days you expect to be at your permanent duty station} - \text{Number of nonworkdays when you expect not to be at your permanent duty station} - \text{Number of days of expected annual leave during this period}}$$
- $$\text{Number of days of expected occupancy}$$

6-2.3 Lodging During Training

When in-service training or duty is conducted away from your permanent duty station, the responsible officials must make a determined effort to obtain suitable lodging at a rate that will result in lower per diem costs.

That obtained rate becomes the maximum allowed for all participants, whether you use the lodgings or choose to stay elsewhere for personal reasons.

6-3 Entering Your Lodging Costs into the eTravel System

6-3.1 Hotels and Motels

You must enter lodging charges using the hotel expert feature of the eTravel system and split room rate and taxes into two entries. This allows you to itemize the room charge and tax and to eliminate nonreimbursable charges by designating them as "personal." Itemization of hotel charges is mandatory in order to eliminate all nonreimbursable charges that may be included in your lodging bill.

6-3.2 Leased Lodging

You must enter these charges in the eTravel expense report using the "Rent" expense type. For each rent expense that you include in an eTravel report, you must include a copy of the summary page of the lease agreement with

your receipt report when you send the receipt report to St. Louis Accounting Service Center.

6-3.3 **If You Are on Detail and Are in Leased Lodging And Go on a Trip**

In eTravel, if you are on detail and are in leased lodging and go on a trip, you will claim the lease expense using the “Rent” expense type and the lodging expense while on this trip using the “Hotel” expense type.

7 Determining Daily Expenses

When traveling for the Postal Service, you are reimbursed for your daily expenses — the money you spend for meals, laundry, and other miscellaneous expenses while you are away from home.

This chapter explains when you're allowed to claim your actual expenses and when you're allowed to claim per diem. It also explains how per diem works and the fine points of the policy for calculating it.

Important: Be aware that the reason for your travel might influence how you determine your daily expenses. See Chapter 9, Handling Expenses for Special Travel Situations, for information on what's allowed if you're traveling as a witness, juror, nonemployee of the Postal Service, or in other capacities.

7-1 When to Claim Per Diem Versus Actual Expenses

Whether you're allowed to claim per diem or your actual expenses depends on your destination and the duration of your trip.

7-1.1 According to Your Destination

7-1.1.1 Local Travel

7-1.1.1.1 What Constitutes Local Travel

Local travel is defined as travel to a location within a 50-mile radius of your permanent duty station in which overnight lodging is not needed.

If your destination is within a 50-mile radius of your permanent duty station and if you are required to stay overnight, your trip is considered regular travel, not local travel. See [7-1.1.2](#) for information on what's allowed for regular travel.

7-1.1.1.2 What's Allowed

For local travel, the Postal Service reimburses you for your actual expenses — all reasonable subsistence expenses that you incur as a result of your official travel. You are not eligible to claim per diem.

Specifically, you are entitled to the following:

- a. Meals that you are required to attend as part of an official business session. You may be reimbursed for out-of-pocket expenses. You are *not* reimbursed for meals that are part of a normal workday, such as a typical lunch break.

Important: To claim meals that you are required to attend as part of an official business session, you must state on your expense report that attendance was required.

- b. Telephone charges necessary for conducting official business.
- c. Miscellaneous expenses such as renting viewgraphs or movie screens for training sessions or meetings.

Important: To claim miscellaneous expenses, you must attach a receipt for any expenditure of more than \$50 which you did not download into your report from the prepopulated company card data in the eTravel system. You must explain the expense in your expense report.

- d. Mileage. When it is advantageous to the Postal Service, you may be authorized to depart directly from and return directly to your home. The Postal Service may reimburse you for any mileage that *exceeds* the distance between your home and your *permanent* duty station. If the mileage is less than that between your home and your permanent duty station, you may not claim a mileage reimbursement. You may claim out-of-pocket expenses such as tolls, parking, etc.

Use the formula below to calculate the amount for which you may be reimbursed.

$$\begin{array}{r}
 \text{Mileage from home to } \textit{temporary} \text{ duty station} \\
 - \quad \text{Mileage from home to } \textit{permanent} \text{ duty station} \\
 \hline
 \text{Allowable mileage} \\
 \times \quad \text{Standard mileage rate from Appendix } \underline{\text{A}} \\
 \hline
 \text{Amount you may claim for reimbursement}
 \end{array}$$

Important: Your daily commute between your residence and your permanent duty station is *not* considered local travel. Getting to work is your responsibility; therefore, you may not claim that mileage.

7-1.1.1.3 Reimbursement for Local Travel

a. For Employees Using the eTravel System

An employee who uses the eTravel system to claim regular travel reimbursements must also use the eTravel system to claim local travel reimbursements of \$15 or more. The eTravel system will reimburse the employee through direct payment to the employee's bank account via electronic funds transfer. A check will be issued to bargaining unit employees not using EFT.

If a claim for local travel reimbursement is less than \$15, the employee should accumulate claims until the cumulative total reaches \$15 or more before submitting an eTravel report. However, the employee should accumulate claims for just one accounting month before submitting an eTravel report, even if at the end of the accounting month the cumulative total is less than \$15.

b. For Employees Not Using the eTravel System

An employee not using the eTravel system to claim regular travel reimbursements should submit all claims for local travel reimbursement using PS Form 1164, *Claim for Reimbursement for Expenditures on Official Business*. The employee will receive reimbursement by cash or check.

7-1.1.2 **Regular Travel Within the Contiguous United States**

If you are on regular travel within the contiguous United States, including any overnight trips within a 50-mile radius of your permanent duty station, your daily expenses are reimbursed at the per diem rate for that area. The eTravel system will compute your per diem for you based on the temporary duty station location and the number and type of meals to be deducted that you enter on the per diem expense line entry. See [7-4](#) for information on calculating per diem if you are not using the eTravel system.

7-1.1.3 **International Travel**

If you are traveling to another country, your daily expenses are reimbursed at the per diem established by the Department of State for the areas where you are traveling. These rates are published monthly by the Department of State. The eTravel system will compute your per diem for you based on the temporary duty station location and the number and type of meals to be deducted that you enter on the per diem expense line entry. To claim your standard per diem, you do *not* need receipts or an itemized list of expenses. Your trip must be preauthorized.

7-1.2 **According to the Duration of Your Trip**

7-1.2.1 **Travel Completed Within 12 Hours During the Same Day**

If you are in travel status for less than 12 hours during the same calendar day, no per diem is allowed.

7-1.2.2 **Travel Lasting More Than 12 Hours but Less Than 24 Hours With or Without Lodging**

Without Lodging — If you are in a travel status for 12 hours but less than 24 hours, you are reimbursed 75 percent of a full day's per diem at the rate listed for your travel destination.

With Lodging — If you are in a travel status for 12 hours but less than 24 hours over a 2-day period and lodging is required, you are reimbursed 75 percent of the 2 days per diem at the rate listed for your travel destination.

7-1.2.3 **Extended Duty Assignments or Details**

If you are required to be away from your permanent duty station for more than 6 months, the Postal Service may pay the less expensive of the following:

- a. Per diem.
- b. The expenses for transporting your immediate family and household goods. This cost must be less than the estimated per diem for the entire period.

Only one of the above benefits may be authorized.

7-2 What Per Diem Includes

Per diem includes the following expenses:

- a. Meals.
- b. Incidental expenses, such as fees, and any tips to waiters, bellhops and porters, laundry and cleaning expenses.
- c. Laundry and dry cleaning.

7-3 How Per Diem Works

7-3.1 The Per Diem Calculation

On the first day of your trip, you are reimbursed 75 percent of the daily per diem rate of your destination, regardless of the time that you left to go on official travel. On the last day of your trip, you are reimbursed 75 percent of the daily per diem rate of the last destination of your trip regardless of the time that you returned to your home or duty station. The location of your permanent duty station or residence is *not* considered a destination for per diem purposes.

If your trip has a single temporary duty station destination, the per diem for the entire trip is that of your temporary duty station destination. For example: if you travel to Denver, CO, for a 3-day meeting, your per diem for the entire trip is at the rate for Denver.

If your trip has multiple temporary duty station destinations, the duty station destination where you end the day determines the per diem rate for the entire day. For example: if you travel from Washington, DC, to Minneapolis, MN, for a morning meeting and then travel on to St. Louis, MO, that afternoon for business, and you spend the night in St. Louis, you are reimbursed at the rate for St. Louis for the entire day.

7-3.2 Different Types of Rates

7-3.2.1 According to Your Destinations

Some areas that you travel to are more expensive than others. Per diem rates are set to reflect this difference.

The high-cost rates are in Appendix [A](#).

If you travel to several areas with different rates in the same trip, you will need to use different rates for each area. See [7-4.2.1.2](#) for more information.

7-3.2.2 According to Whether Meals Are Provided

If meals are provided at no cost to you or at a nominal fee, you must reduce the per diem by an appropriate amount.

For example, meals might be provided to you by any of the following:

- a. If you stay with your immediate family while performing temporary duty at a former permanent duty station from which your family has not moved, you must reduce the cost of per diem for any meals they provide.
- b. The sponsors of a meeting, conference, or training session.
- c. The Postal Service Technical Training Center in Norman, OK, or the Management Academy in Potomac, MD.
- d. An agency of the federal government.

The amount by which you should reduce your per diem varies according to the meal provided and whether you are traveling in an average-cost or high-cost area of the United States. If you are traveling to a foreign country, you must reduce the per diem by a percentage instead of by a specific amount. See Appendix [A](#) for the current amounts or percentages. The eTravel system calculates per diem for you. You enter the number of breakfasts, lunches, and/or dinners provided in the appropriate fields of the per diem expense type entry.

7-4 Policy for Calculating Per Diem

Although the fundamental concept of per diem is straightforward, travel isn't. When you travel to several areas in one trip, each with different per diem rates, when must you switch from one rate to another? How do you handle combining official travel with annual leave? What about nonworkdays? Are you eligible for per diem then? This section covers the details on how to calculate per diem in a variety of circumstances.

7-4.1 **Determining the Beginning and End of Your Official Travel Status**

7-4.1.1 **Standard Policy**

When calculating per diem allowances, your official travel begins when you leave your permanent duty station, home, or other authorized point, and ends when you arrive back at your permanent duty station, home, or other authorized point. Official travel may include nonworkdays.

Important: If your travel status is interrupted for any reason, you must clearly document these periods on your expense report.

7-4.1.2 **Policy for Nonworkdays While in a Travel Status**

If you are en route to or from a temporary duty station on a nonworkday, you are entitled to per diem (75 percent of the daily rate) for the day.

If you are in travel status on a nonworkday but are not en route to or from your permanent duty station or home, you are entitled to per diem for the full day.

7-4.1.3 **Policy for Annual Leave**

If you take annual leave while in a travel status, the following rule applies:

If you take 4 hours or less of annual leave, you are reimbursed per diem for the full day.

If you take more than 4 hours of annual leave, you are not reimbursed per diem for the day.

If you take more than 4 hours of annual leave on the day immediately before or after a nonworkday, you are not reimbursed per diem for the nonworkday.

To enter this per diem into eTravel, you should split the per diem by leg into 2 entries. The first entry should use the start date of travel, and include the check box for includes first day of travel. The second per diem entry should start on the day that per diem resumes, and include the checkbox for includes last day of travel. Trip length on both entries should be 24 hours or longer, and the calendar count should exclude the day for which per diem is not being paid.

7-4.1.4 **Policy for Sick Leave**

You are allowed per diem for any days of sick leave that you take while traveling.

Reminder: If you take more than 3 calendar days as sick leave, you must provide a physician's certificate.

If you are hospitalized while in travel status and you are reimbursed for hospital expenses under any health benefit plan offered by the Federal Employees Health Benefit Act of 1959, the Postal Service reimburses you for any meals and lodging for which you already paid but didn't use because of your hospitalization.

7-4.2 **Determining the Rates to Use**

7-4.2.1 **For Travel Within the Contiguous United States**

7-4.2.1.1 **Average-Cost Versus High-Cost Areas**

Because some areas are more expensive than others, the rates for those areas are higher than the standard rate in effect for average-cost areas.

Reminder: If you travel to several areas with different rates in the same trip, you may need to use different rates for each area. See [7-4.2.1.2](#).

7-4.2.1.2 **When Traveling Between Average- and High-Cost Areas**

When you travel from an average-cost area to a high-cost area or vice versa, the per diem rate for the entire day becomes that of your final destination for the day.

If You Are...	Then...
a. Leaving your home duty station	Use the per diem rate of your first temporary duty station destination.
b. Traveling between duty station destinations	Use the rate of your next temporary duty station destination. Change to this rate at the beginning of the day of your departure.
c. Returning to your home duty station	Use the per diem rate of your last temporary duty station destination prior to returning home.

Reminder: Be sure to reduce the per diem rate for any meals that you received at no cost or at a nominal fee. Complimentary breakfast provided by hotels are not claimed as a meal deduction. On eTravel system under expense type “Per Diem,” click in the field labeled “# of Breakfast Provided,” and enter number. Do the same in fields labeled “# of Lunches Provided,” and “# of Dinners Provided.”

7-4.2.2 **For International Travel**

For international travel, you must use the current rates provided monthly by the Department of State.

If You Are . . .	Then . . .
a. Leaving your home duty station	Use the per diem rate of your first temporary duty station destination.
b. Traveling between duty station destinations	Use the rate of your next temporary duty station destination. Change to this rate at the beginning of the day of your departure.
c. Returning to your home duty station	Use the per diem rate of your last temporary duty station destination prior to returning home.

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8 While You're Traveling

8-1 Allowable Expenses

Whether you claim your actual daily expenses or the per diem rate, some expenses are reimbursable in addition to the standard expenses covered in Chapter 7, Determining Daily Expenses.

8-1.1 Travel To and From the Terminal

You are allowed to claim expenses incurred when traveling between your home, permanent duty station, or other approved point and the airport, train, or bus station.

Always use the least expensive form of transportation to and from the terminal, considering such factors as time of day, length of travel time, distance to the terminal, and the availability of public transportation.

Use the following table to determine exactly what you may claim in different travel situations.

If...	Then You May Claim...
a. You use a taxi instead of available public transportation, such as a limousine or airport shuttle	The full taxi fare plus a maximum tip of 20 percent.
b. Another person drives you to or from the terminal	Actual mileage for the round trip.
c. Another person drives you to the terminal and returns to pick you up	Two round trips and any parking fees incurred by the driver when picking you up at the terminal.
d. You drive to the terminal, park your car at the terminal, and drive yourself home	Actual mileage plus parking fees. Be sure to save your parking receipt if it totals more than \$50. You will need to submit this receipt to St. Louis ASC unless you paid for parking with your individually billed travel card and add the charge into your expense report from the Company Card page of the eTravel system.

8-1.2 **Taxis and Public Transportation**

8-1.2.1 **For Regular Travel**

You may use a taxi between your home and permanent duty station or other designated points if you must use this permanent duty station or other point as a terminal.

8-1.2.2 **For Transportation to Obtain Meals**

You are allowed expenses for daily transportation to obtain meals when suitable meals are not available at or near your temporary duty station or temporary place of lodging.

8-1.2.3 **For Transportation To and From Inconvenient Lodging**

When, for personal convenience, you lodge at a place inconvenient to a temporary duty station, the maximum you can claim is the cost of transportation from the temporary duty station to the most convenient lodging.

8-1.2.4 **For Local Travel**

You may claim reimbursement for public transportation expenses, such as the local bus or subway.

You may claim taxi fare and a 20 percent tip for a taxi if one of the following applies:

- a. No other less costly means of transportation is available because of the location or time of day.
- b. You have been approved to use a taxi because it is advantageous to the Postal Service.

8-1.3 **Parking**

You may be reimbursed for necessary parking fees you incur while conducting official business including the following:

- a. Parking at a hotel.
- b. Parking if you use your POV for local travel. However, parking at your official duty station is not reimbursable.
- c. If you are required to use your POV on official business at a temporary duty station and if you have paid for monthly parking at your permanent duty station, you may be reimbursed the portion of your monthly parking fees at your permanent duty station that you paid for but did not use. Use the formula below to determine the prorated amount.

- Monthly parking fee
- 3 Number of working days in that month
- Fee per day
- x Number of days you used the parking for official business
- Prorated amount that you may claim

Important: Be sure to save your receipts. You must have a receipt for any parking fee that exceeds \$50 and that you have not paid with your individually billed travel card and brought into your expense report from the company card page of the eTravel system.

8-1.4 **Tips**

Reminder: Tips to waiters, bellhops, and porters are included in your per diem allowance. See [7-2](#) for more information on what per diem includes.

8-1.4.1 **To Limousine, Airport Shuttle, or Taxi Drivers**

You are allowed a maximum of 20 percent of the fare. Any amount in excess of 20 percent will not be reimbursed.

You are allowed up to \$1 for tips for courtesy service.

If the amount of the tip is not an exact multiple of 5 cents, increase it to the next multiple of 5 cents.

8-1.4.2 **To Baggage Handlers**

8-1.4.3

If the Baggage Is...	Then...
a. Postal Service property	You may claim the tip as a separate expense item. Be sure to state on your expense report that baggage handled was Postal Service property.
b. Your personal baggage	You may <i>not</i> claim the tip as a separate expense. It is included in your per diem allowance.

8-1.5 **Excess Baggage**

Any baggage — either your personal baggage or Postal Service property necessary for your trip — that exceeds the weight or size carried free by transportation companies is classified as “excess.” Domestic flights generally allow 2 bags to be checked and one bag to be carried on at no additional expense.

The Postal Service allows excess baggage charges only if the approving official approves them.

8-1.6 Mailing Postal Service Property

Postal Service property needed in the performance of official travel may be mailed using penalty labels, G-10 labels, or metered postage. However, penalty labels, G-10 labels, or metered postage may not be used to mail personal belongings necessary for travel.

8-1.7 Telephone Calls

Whenever feasible, business and reimbursable phone calls made by the traveler are charged to the traveler's postal issued phone card, rather than claimed on an expense report. Hotel surcharges for the use of the Postal Service-issued phone card are reimbursable expenses. Telephones provided on airplanes should only be used in extreme emergencies.

8-1.7.1 Business Calls

You may be reimbursed for telephone calls and other communication services when they are essential for official business.

You must use government-owned facilities when they are available.

8-1.7.2 Personal Calls

To be reimbursed, your personal telephone call must adhere to the following requirements:

- a. Your reimbursement is limited to 5 minutes per 24-hour period.
- b. You must use the least expensive means of placing the phone call, when possible.
- c. You should use phone lines owned or leased by the Postal Service whenever possible. If you cannot use Postal Service-owned or -leased lines, you are allowed to claim the expense. You do not need a receipt.
- d.

If...	Then You May...
a. You are expected to be in travel status for 24 or more consecutive hours	Make one personal telephone call home per 24-hour period.
b. Your travel plans change at the last minute	Make one additional telephone call to advise a family member or friend of the change.
c. You are in a travel status less than 24 hours and your travel plans change after your departure	Make one personal telephone call to advise a family member or friend of the change.

Important: Approving officials may challenge or request support for questionable charges.

8-1.8 Meeting Rooms

You are allowed to rent a meeting room at a hotel or elsewhere in order to transact official business.

Important: For training sessions or duty-in-service conducted away from the participants' official duty station, this charge must be approved by the appropriate approving official before the meeting room is rented.

8-1.9 **Trips Home During Extended Travel**

The number of intermediate trips home that you are allowed depends upon the reason you are traveling and the duration of your trip.

8-1.9.1 **During Long-Term Training**

8-1.9.2

If Your Training Lasts...	Then...
a. 3 weeks or less	No intermediate travel home is allowed.
b. Longer than 3 weeks	You must refer to <i>Employee and Labor Relations Manual</i> (ELM), part 716, for an explanation of what's allowed.

8-1.9.3 **During Extended Duty Assignments Or Details**

The approving official who approves your expense report determines the frequency of your intermediate trips home.

Important: You are only allowed trips to your home or to your permanent duty station. You are *not* reimbursed for trips to any other locations, nor does the approving official approve such trips.

In general, you are allowed to make one trip home every third weekend. The following table presents this policy.

If Your Assignment Lasts...	Then You Are Allowed This Many Trips Home...
a. 3 weeks or less	No trips are allowed.
b. 4 to 6 weeks	One trip.
c. 7 to 9 weeks	Two trips.
d. 10 to 12 weeks	Three trips.
e. Longer than 12 weeks	One trip every 3 weeks.

The Postal Service may allow you to return home every weekend if the total cost of your trip home — including such items as transportation, mileage, parking, and per diem — is less than the cost of staying at your temporary duty station for that weekend. Be sure to have such weekly trips approved in advance and to include a cost comparison with your expense report when you request reimbursement.

If your spouse is traveling with you, see [9-7.1](#) for information about his or her trip home.

8-1.10 Miscellaneous Expenses

8-1.10.1 For All Travel

You are reimbursed for expenses that are reasonable and necessary to conduct official business while you are traveling and that do not fall into any other expense category.

Important: Miscellaneous travel expenses must be approved by an approving official. See Appendix [C](#).

Some examples of such miscellaneous expenses are listed below:

- a. The ATM user fee and bank fee for obtaining a cash advance.
- b. Stenographic, typing, or clerical services.
- c. Rental of special equipment, such as computers, fax machines, viewgraphs, projectors, or flip charts.
- d. Personal services, such as guides, interpreters, or drivers.
- e. Hiring a special vehicle.
- f. Shipment, either by freight or express, or storage of property used on official business.
- g. Fees charged for purchasing traveler's checks, money orders, or certified checks that are bought in connection with official travel.

Important: The dollar value of the checks or money orders you purchase may not exceed your estimated reimbursable expenses.
- h. Telegrams, cablegrams, and radiograms.
- i. Copies of documents furnished by federal or state officials, such as clerks of court.

8-1.10.2 For International Travel

If you are traveling to another country, the Postal Service may reimburse you for the expenses required for international travel. Some examples of these are listed below:

- a. Fees for passports and visas along with the cost of photographs for passports and visas.
- b. Costs for obtaining certificates of birth, health, and identity, and charges for affidavits.
- c. Charges for inoculations that you cannot obtain through a federal dispensary.
- d. Commissions charged to convert currency in foreign countries. Be sure to get a receipt that shows the commission charged.
- e. Exchange fees for cashing U.S. Government checks or drafts issued to reimburse you for travel expenses in foreign countries.

Important: Exchange fees for cashing salary checks or drafts are *not* allowed in travel accounts.
- f. The cost of additional vehicle insurance, such as collision damage waiver insurance, that is required for renting a vehicle in a foreign country.

- g. The loss incurred when converting foreign currency back to U.S. dollars when returning to your permanent duty station.

8-2 Documenting Your Expenses

As you travel, be sure to save the receipts specified in this section. You will need them to document your expenses on your expense report. With the exception of your hotel receipt (which is always required), you do not have to submit receipts if you use your individually billed travel card for payment, and you add the expense into your travel report from the company card page of the eTravel system.

The receipts required vary according to whether you are being reimbursed for your actual expenses or at the per diem rate. (See [7-1](#) for information on when you may claim per diem and when you may claim actual expenses.)

Important: Attach your receipts to an 8-1/2" x 11" sheet of paper for ease in handling. See Appendix [B](#) for more information on completing your expense report. The receipt requirements below do not apply if you are using eTravel and have paid for a reimbursable expense using your individually billed travel card, and have downloaded that expense from the company card page of the eTravel system.

8-2.1 When Claiming Actual Expenses

If you are claiming reimbursement of your actual expenses, you must have receipts for each item in order to document your expenses on your expense report.

8-2.2 When Claiming Per Diem

Follow the guidelines presented in [8-2.2.1](#) through [8-2.2.8](#).

8-2.2.1 Documenting Transportation

Type of Transportation	Documentation You Will Need
a. Air	Ticket coupon — unless purchased with your individually billed travel card and prepopulated into your expense report from the Company Card page of the eTravel system.
b. Train	Ticket coupon — unless purchased with your individually billed travel card and prepopulated into your expense report from the Company Card page of the eTravel system.
c. Bus	Ticket coupon — unless purchased with your individually billed travel card and prepopulated into your expense report from the Company Card page of eTravel.
d. GSA-owned or -contracted vehicle	No receipt is needed, but be sure to keep a copy of your signed GSA Form 2556 and to complete GSA Form 494 when you receive it each month. See 5-4.2.3 for more information.

Type of Transportation	Documentation You Will Need
e. POV	<p>Your car or motorcycle: Keep track of your driving time and mileage. Use odometer readings or standard mileage guides.</p> <p>Your airplane: Keep track of your mileage from airport to airport and any additional mileage traveled due to circumstances such as adverse weather or mechanical difficulty. Use the airway charts issued by the National Oceanic and Atmospheric Administration (NOAA), Department of Commerce.</p>
f. Rented vehicle — car, boat, aircraft	<p>Receipts or credit card slips for the vehicle and for any incidental expenses, such as gasoline, oil, tolls, ferrying, aircraft landing and tie down fees, or renting a garage, boathouse, or hangar. Receipts must describe the service or equipment, and include the unit price, daily or hourly rate, and period of service. Not required if you use your individually billed travel card and prepopulated into your expense report from the Company Card page of the eTravel system.</p>
g. Taxi	<p>Receipt for any fare that exceeds \$50 plus 20 percent tip. Not required if you use your individually billed travel card and prepopulated into your expense report from the Company Card page of the eTravel system.</p>

8-2.2.2 Documenting Lodging

Reminder: If you stay in the residence of family or friends for any reason, you may *not* claim lodging expenses.

Reminder: If your place of lodging provides any meal at no cost to you or at a nominal fee or if your family or friends provide meals, you must reduce the per diem by an appropriate amount or percentage. See Appendix [A](#) for the current rates and percentages.

8-2.2.2.1 Commercial Lodging

Your receipt must be from a recognized commercial place of lodging, such as a hotel, motel, or boarding house.

8-2.2.2.2 Leased Lodging

If you have been approved to sign a fixed-term lease, you must submit the following documentation:

- a. A copy of the summary page of your lease.
- b. Your rental receipts or canceled check unless paid with your individually billed travel card and prepopulated into your expense report from the Company Card page of eTravel.
- c. Supporting documentation for other associated costs, such as renting furniture, linens, or dishes unless paid with your individually billed travel card and prepopulated into your expense report from the Company Card page of eTravel.

If the agreement stipulates that you must make certain advance payments, such as the first and last month rental costs, be sure that the copy of the lease agreement shows that these advance payments were required.

8-2.2.3 **Documenting Parking**

You should support all parking claims with receipts if they are available. However, you *must* have a receipt for any parking fee that exceeds \$50 unless paid with individually billed travel card and you add the expense into your expense report from the Company Card page of the eTravel system.

8-2.2.4 **Documenting Tips**

Receipts are *not* required for tips to the following people:

- a. Baggage handlers handling Postal Service property. You must state on your expense report that the baggage handled was Postal Service property.
- b. Limousine, airport shuttle, or taxi drivers, *unless* the taxi fare plus tip exceeds \$50. Receipts are not required if you paid with your individually billed travel card and you add the charge into your expense report from the Company Card page of the eTravel system.

Reminder: Tips to waiters, bellhops, and porters handling your personal belongings are included in your per diem allowance. See [7-2](#) for more information on what per diem includes.

8-2.2.5 **Documenting Excess Baggage**

You must have a receipt that shows the weight of the baggage and the points between which the baggage was moved if the excess baggage cost exceeds \$50, unless you paid with your individually billed travel card and you add the expense into your expense report from the Company Card page of the eTravel system.

8-2.2.6 **Documenting Telephone Calls**

No receipts are required. However, you must be able to justify and, if necessary, provide documentation to support claims that an approving official considers unreasonable or excessive.

8-2.2.7 **Documenting Meeting Rooms**

You must have a receipt for any meeting rooms used during your travel if the cost exceeds \$50, unless you paid with your individually billed travel card and you add the expense into your expense report from the Company Card page of the eTravel system.

8-2.2.8 **Documenting Miscellaneous Expenses**

To be reimbursed when you pay cash, you must submit paid invoices or receipts with your expense report, providing such details as the type of service or equipment, cost, and dates required if the cost exceeds \$50. If you paid with your individually billed travel card and you add the expense into your expense report from the Company Card page of the eTravel system, no receipts are required.

Important: You are *not* reimbursed for service provided by a government employee.

You must *always* have receipts for the following if the cost exceeds \$50 unless paid with individually billed travel card and you add the expense into your expense report from the company card page of the eTravel system:

- a. Any allowable cash expenditure which, along with any applicable tax, exceeds \$50.
- b. ATM user fees and bank fees for cash advances. Either the travel card bill or the ATM receipt is acceptable documentation for the ATM user fee.
- c. Stenographic, typing, or clerical services.
- d. Rental of special equipment, such as computers, fax machines, viewgraphs, projectors, or flip charts.
- e. Personal services, such as guides, interpreters, or drivers.
- f. Hiring a special vehicle.
- g. Shipment, either by freight or express, or storage of Postal Service property used on official business.
- h. Telegrams, cablegrams, and radiograms.
- i. Copies of documents furnished by federal or state officials, such as clerks of court.
- j. Commissions charged to convert currency in foreign countries. Be sure to get a receipt that shows the commission charged and the rate of exchange.
- k. Losses incurred when converting foreign currency back to U.S. dollars. Be sure that your documentation shows the amount of dollars converted to foreign currency at the beginning of your trip, and the exchange rate used, as well as the amount of foreign currency converted to U.S. dollars at the end of the trip and that exchange rate.
- l. Fees relating to travel outside the contiguous United States.

8-3 Handling Emergencies

8-3.1 **Your Confirmed Flight Is Overbooked**

If you have confirmed flight reservations and the airline refuses you a seat, you must demand penalty payment from the airline's agent.

The Denied Boarding Compensation Plan, which governs most scheduled airlines, guarantees you this right.

8-3.1.1 **What to Do With a Penalty Payment**

- a. If an airline issues a check because you were denied boarding, have them make it payable to the U.S. Postal Service. You should send the check to the Eagan Accounting Service Center (ASC) with a statement in which you describe the circumstances.

- b. If the airline makes the check payable to you as the traveler, you must endorse the check "For payment to the U.S. Postal Service," and send it to the Eagan ASC with a statement in which you describe the circumstances.

8-3.1.2 **Voluntarily Vacating a Seat on an Overbooked Flight**

Only exempt nonbargaining employees may voluntarily vacate a reserved seat on an overbooked flight, and only if it does not interfere with official business and no additional expenses are incurred (lodging, per diem, etc.). Exempt nonbargaining unit employees may keep any compensation offered by the airline. Bargaining and Fair Labor Standards Act (FLSA) nonexempt employees may not voluntarily vacate a reserved seat on an overbooked flight.

8-3.2 **Your Confirmed Lodging Is Not Available**

If you have confirmed reservations and, upon arrival, find that a room is not available, you must demand that the hotel or motel do one of the following:

- a. Issue the Postal Service a penalty payment, in the form of a check made payable to the disbursing officer, U.S. Postal Service. Send the check to the Eagan ASC with a statement in which you describe the circumstances.
- b. Arrange for complimentary or partial complimentary lodging elsewhere. When completing your expense report, be sure to claim reimbursement only for your actual lodging charges.

8-3.3 **Getting Emergency Cash**

The policy for getting emergency cash while traveling varies according to your position within the Postal Service.

8-3.3.1 **Bargaining Unit Employees Who Do Not Have an Individually Billed Travel Card**

Complete PS Form 1011, *Travel Advance Request and Itinerary Schedule*, and submit it to the appropriate approving official.

8-3.3.2 **Bargaining Unit Employees Who Have an Individually Billed Travel Card**

Use the ATM feature of your individual government travel card. The travel card company bills you for your withdrawal and for any associated user fee. The Postal Service reimburses you for the user fee charged for the ATM transaction.

8-3.4 **Damage to Rental Car**

8-3.4.1 **What's Allowed**

If your rental car is damaged while being used for official business, the Postal Service, in appropriate circumstances, pays for one of the following:

- a. The damage to the rental car up to the deductible amount as stated in the rental contract.

- b. The cost to repair the car up to the amount of its value, minus its salvage value.

8-3.4.2 Your Responsibilities

- a. You must pay, or arrange to pay, for the repairs, and then claim the amount of damages on a expense report. Be sure to attach the following documents to your expense report:
 - (1) A completed Standard Form 91, *Operator's Report of Motor Vehicle Accident*.
 - (2) An itemized bill or estimate showing the cost to repair the car.
- b. You must report the accident as soon as possible to the district accident investigator for the area where the accident occurred. If you are on temporary duty at Headquarters, report the accident as follows:

If the Accident Occurs Within...	Then Report It to...
a. The District of Columbia	Postmaster, Washington, DC
b. Northern Virginia	Installation Head, Northern Virginia
c. Suburban Maryland	Installation Head, Southern Maryland

8-3.5 Your Itinerary Is Changed

You or the person assigning your travel must cancel travel reservations and accommodations as soon as you know that you will not use the reservations.

8-3.5.1 Handling Changes to Your Travel Arrangements

8-3.5.1.1 Changing Your Airline Reservations

If your itinerary changes after you have your ticket and if the changes reduce the cost, notify the travel agency immediately.

Reminder: Be sure to return any unused ticket coupons or applications for refund or credit to the travel agency for processing.

If the changes increase the cost and if you are away from the office, pay the additional charge and submit the expense on your expense report or travel voucher when you return.

8-3.5.1.2 Canceling a Reservation

If you must cancel a reservation, notify the travel agency and return the ticket immediately for a refund.

Important: You must turn in any unused tickets to the travel agent.

8-3.5.1.3 Obtaining a Refund for Unused Tickets

If you do not use a portion of your ticket, you must obtain a refund coupon from the carrier's ticket agent.

If you do not have the unused tickets or coupons to show that your travel arrangements were changed, then you must obtain written acknowledgment from the common carrier's representative.

When your travel is complete, you must attach the refund coupon or the written acknowledgment to your PS Form 1012, *Travel Voucher*. For more

information, see [8-3.5.1.5](#) and Appendix [B](#). If you use the eTravel system, claim only the portion of the ticket used by itemizing the refunded part as “personal.” Add a remark indicating the total airline ticket and refunded personal amount.

8-3.5.1.4 **Needing After-Hours Service**

If you must respond to an emergency that requires air travel when the travel agency is closed, call the toll-free number provided by the travel agency. If necessary, you can ask them to issue a prepaid ticket for you to pick up at the airport. See [5-2.2.1](#) for information about traveling on short notice.

8-3.5.1.5 **Documenting the Change on Your Travel Voucher or Expense Report**

If your travel is cut short of the destination shown on your itinerary, you must make a remark on the expense report which explains those circumstances.

Reminder: For proper credit, be sure to return any unused portion of your ticket to the travel agency where the ticket was purchased, only if you are not in eTravel.

8-3.5.2 **Handling Changes to Lodging Reservations**

8-3.5.2.1 **Commercial Lodging**

If you have a guaranteed reservation at a hotel and your itinerary changes, you must call the hotel and cancel the reservation before the time that the hotel specified when the reservation was made, otherwise, you will be charged for the room. Be sure to keep the cancellation number that the hotel gives you.

8-3.5.2.2 **Leased Lodging**

If you have been authorized to enter into a lease but you do not remain at the temporary duty station for the anticipated length of time, the Postal Service reimburses you for the actual costs, including any cancellation charges.

Important: You must make every effort to cancel the lease as soon as possible.

8-3.5.2.3 **Documenting the Change on Your Travel Voucher or Expense Report**

Explain any cancellation charges on your travel voucher or expense report. Attach your receipts to the PS Form 1012 or to your eTravel expense receipt report if required.

8-3.6 **Illness**

8-3.6.1 **Needing Sick Leave**

You are allowed per diem for any days of sick leave that you take while traveling.

Reminder: If you take more than 3 calendar days as sick leave, you must provide a physician's certificate. Be sure to attach the certificate to your completed expense report.

8-3.6.2 **Needing Hospitalization**

If you are hospitalized while in travel status and you are reimbursed for hospital expenses under any health benefit plan offered by the Federal Employees Health Benefit Act of 1959, the Postal Service reimburses you for any meals and lodging for which you already paid but didn't use because of your hospitalization.

8-3.7 **Family Emergencies**

If you must change your travel because of a family emergency, contact your approving official and request a deviation to normal travel based on the family emergency.

8-3.8 **Death of an Employee**

If an employee of the Postal Service should die while traveling on official business, the area vice president or Postal Service installation manager must be notified.

8-3.8.1 **Responsibilities of the Postal Service**

8-3.8.1.1 **Notifying the Appropriate People**

Immediately after being notified of the death of the employee, the area vice president or Postal Service installation manager must notify the following people:

- a. The employee's next of kin or legal representative.
- b. The appropriate area vice president and the executive assistant to the chief executive officer or postmaster general.

8-3.8.1.2 **Assisting With Arrangements**

Whenever practical, a representative of the Postal Service should be available to direct or assist in arranging for the body to be prepared and transported.

8-3.8.2 **Allowable Expenses**

When a Postal Service employee dies while traveling on official business, the Postal Service pays certain expenses relating to preparing and returning the body to the residence or place of burial.

8-3.8.2.1 **Costs of Preparing the Body**

The Postal Service pays the expenses for a mortuary or funeral home near the place of death to prepare the body.

If the Employee's Death Occurs...	Then the Postal Service Pays...
a. Within the United States	Actual expenses up to \$850 for preparing the body. The expenses must be supported by receipts.
b. Outside the United States	All expenses necessary to comply with foreign and U.S. port-of-entry laws.

Actual expenses include all ordinary costs of the following:

- a. Removing the body from the place of death.
- b. Preparing the death certificate.
- c. Embalming or cremating the body.
- d. Purchasing clothing necessary for burial.
- e. Obtaining essentials for shipping the body, such as a shipping casket, air tray, shipping permits, and transportation of the body to the airport nearest the mortuary or funeral home that prepared the body.

8-3.8.2.2 **Costs of Transporting the Body**

The Postal Service pays for transporting the body from the airport nearest the mortuary or funeral home that is preparing the body to the mortuary or funeral home at the destination of the body.

If a Postal Service representative is present at the place of death, he or she should use the Government Travel Account to pay for the transport of the body by common carrier.

If the body is shipped express, a Postal Service of Lading should be used when possible. The family or local Postal Service representative must make arrangements to bill the employing office for allowable expenses.

The expenses must be supported by receipts.

8-3.8.2.3 **Costs of Transporting Personal Effects**

The Postal Service covers the cost of packing and transporting personal effects from the place of death to the permanent duty station or family residence. This cost covers only the following:

- a. Clothing and personal property the deceased needed during the assignment.
- b. Necessary expenses of family members or employees incurred while using the most economical transportation to retrieve an approved POV from the place of death.

8-3.8.3 **How Expenses Are Paid**

The employing office prepares PS Form 1012 and submits it for payment to the San Mateo ASC.

If the family or a legal representative has paid the cost of preparing and transporting the body and personal effects, they are reimbursed when they submit paid receipts. The paying office attaches the receipts to PS Form 1012.

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9 Handling Expenses for Special Travel Situations

9-1 As a Witness

If you are on travel status as a witness, the expenses you are allowed to claim vary according to the reasons that you are serving as a witness.

9-1.1 While on Court Leave

If you serve as a witness while on court leave, you may keep any money you receive for travel and subsistence expenses. For the fees associated with witness duty, see *Employee and Labor Relations Manual* (ELM), Part 516.

9-1.2 While in an Official Duty Status

If you serve as a witness while in an official duty status, you are entitled to compensation from the Postal Service for actual allowable expenses (travel and subsistence) as if you were on regular travel. See the appropriate chapters of this handbook for information.

You may accept authorized witness fees and expense allowances, but you may keep only an amount equal to your actual allowable expenses.

If the Witness Fee...	Then You...
a. Exceeds your allowable expenses	Must turn over to the Postal Service the excess amount.
b. Does not cover your actual allowable expenses	May submit an expense report to cover the balance. Be sure to specify the amount you have already been paid and attach your subpoena to the Receipt Report if on eTravel or if using manual voucher to your PS Form 1012.

9-1.3 While in Another Status

If you serve as a witness and are not entitled to be on court leave or in an official duty status, you may keep any fees or other compensation you receive for serving. For the fees associated with witness duty, see *Employee and Labor Relations Manual* (ELM), Part 516.

9-2 As a Juror

If you are on court leave, follow these guidelines to determine what payments you may keep and what you must turn over to the Postal Service:

- a. You may keep any allowances that you receive for a daily rate of \$25 or less. If the allowance exceeds \$25 per day, you must remit the excess to your supervisor.
- b. You must turn over to the Postal Service any payments from the court that represent a salary for your services.

9-3 At the Request of Another Postal Service Installation

If another Postal Service installation requests that you come for official business, meetings, or an interview, that installation must pay your allowable travel expenses.

For any other official travel requested by another installation, you must fill out an expense report. The installation requesting your travel gives you a memorandum showing the proper finance number for you to use. Be sure to attach a copy of this memorandum to your completed expense report and submit it to the requesting installation for approval. Use that finance number when completing your expense report and submit your expense report to the requesting installation for approval.

9-4 At the Request of Another Government Agency

When another government agency requests you to travel, you must obtain approval from your appropriate approving official (see Appendix [C](#)). The agency requesting your travel does one of the following:

1. Provides instructions for billing the agency for your travel expenses.
2. Provides instructions for reimbursing you directly for your travel expenses.

Follow their instructions for submitting your travel claim for reimbursement.

9-5 As a Representative of an Employee Organization

If you are a representative of an employee organization, you may be approved to travel depending upon the purpose.

If Your Travel Pertains To...	Then...
a. Activities of joint employee-management cooperation committees when the activity is primarily in the interest of the Postal Service — for example, preventing accidents, reducing absenteeism, improving communication, ensuring equal employment opportunity, or maintaining employee productivity and morale.	The Postal Service may approve travel.
b. Special consultation or special negotiation sessions when called by Postal Service officials.	The Postal Service may approve travel.
c. Internal employee-organization business — such as attending meetings, conferences, or training — sponsored by an employee organization.	The Postal Service does not authorize travel. Exception: Such travel will be authorized if these activities meet the needs of the Postal Service and the Postal Service requires the employee to attend.
d. Regularly scheduled negotiation sessions for negotiating an agreement.	The Postal Service does not authorize travel.

9-6 To Attend Meetings, Conferences, or Training Sessions

Approving officials (see Appendix [C](#)) may approve travel for you to attend meetings, conferences, and training sessions, within or outside the Postal Service. Be sure to charge this expense to the regular accounts (see Appendix [B](#)).

If you are approved to attend meetings, conferences, or training sessions, the policy for being reimbursed for travel expenses is the same as if you were traveling to a temporary duty station.

9-7 As a Nonemployee of the Postal Service

If you are not employed by the Postal Service but are required and authorized to travel on official Postal Service business, you may be reimbursed for your travel expenses while you are away from your home or regular place of business, according to the policy and procedures stated in this handbook.

You may use the travel agency contracted by the Postal Service to make your travel arrangements; unless you are a contractor, you may charge your tickets to the Government Travel Account (GTA). The most recent General Services Administration contract for commercial airline government rate fares prohibits the following:

- a. Issuing government rate fares to contractors.
- b. Using GTA to purchase tickets for contractors.

If you are a contractor, see [9-7.3](#) for more information.

9-7.1 **A Spouse of a Postal Service Employee**

Whether your spouse accompanies you on an extended duty or training assignment in lieu of intermediate trips home, or visits you while on such an assignment, you are allowed to claim only transportation costs for your spouse. *You* must pay for all other expenses, such as meals and lodging.

9-7.1.1 **What's Allowed When Your Spouse Accompanies or Visits You**

If you wish to have your spouse accompany or visit you, rather than your taking intermediate trips home, the Postal Service will pay the cost of your spouse's round-trip transportation.

Important: Your request must be approved by the appropriate approving official *before* the assignment begins (see Appendix C). Be sure to justify the cost on your request for approval. Then attach both the justification and the appropriate official's approval to your expense report.

If you are a bargaining unit employee and if you received prior approval, you may use the GTA to make your spouse's travel arrangements.

If you are a nonbargaining unit employee or a bargaining unit employee who has an individually billed government travel card, use your individual government travel card to obtain tickets for your spouse.

Reminder: Although you may claim full per diem expenses for yourself, you may claim *only* transportation expenses for your spouse. However, your per diem expenses stop on the third weekend when you would normally return home.

If Your Lodging Is...	Then...
a. On a daily basis	You cannot claim lodging for the third weekend.
b. Leased	You are reimbursed for the full lease amount.

9-7.1.2 **What's Allowed When Your Spouse or Guest Travels at Postal Service Invitation or Attends a Special Postal Service Event**

The postmaster general, deputy postmaster general, or chief operating officer must *preapprove in writing* spousal or guest travel. The preapproval documentation will contain allowable travel reimbursements to be extended to the spouse or guest.

Expenses for spousal or guest travel that are paid directly or reimbursed are considered taxable compensation to the postal employee. Therefore, the employee's reimbursement for spousal or guest travel will be reduced by federal income tax (28 percent), FICA, and Medicare taxes.

A separate voucher in the postal employee's name and social security number is required. This voucher must be annotated "SPOUSAL TRAVEL," or "GUEST TRAVEL."

A copy of the preapproval documentation must be attached to the expense report. Your approving official (see Appendix [C](#)) approves the expense report and submits it to the San Mateo Accounting Service Center for processing. Do not use the eTravel system for claiming reimbursement for spousal travel.

Important: You must not use eTravel for claiming reimbursements for spousal travel because these expenses are considered taxable as compensation to the postal employee. (This does not apply to when a spouse visits an employee in lieu of the employee's intermediate trip home.)

9-7.1.3 **What's Allowed If You Live in Alaska, Hawaii, Puerto Rico, or U.S. Possessions**

If you live in Alaska, Hawaii, Puerto Rico, or a U.S. possession and must attend courses at the Technical Training Center in Norman, OK, you may be authorized to bring your spouse to Norman or to an intermediate point.

Important: Total costs for both you and your spouse may not exceed round-trip transportation and applicable per diem expenses for one person from the training site to your permanent duty station, based on the least expensive transportation normally used.

Reminder: Your request must be approved in advance by the appropriate approving official (see Appendix [C](#)). Be sure your expense reports have the documentation attached showing the approval.

9-7.2 **A Potential Employee**

If you are traveling to an interview for employment with the Postal Service, reimbursement of your travel expenses must be approved by an *officer* of the Postal Service (see Appendix [C](#)).

9-7.3 **A Contractor**

If you are a contractor, the Postal Service reimburses you for travel expenses according to the following:

- a. The contract.
- b. Instructions from the contracting officer, with guidance from the policy and procedures stated in this handbook.

Important: As a contractor, you may *not* use the GTA to purchase tickets, nor may the Postal Service use GTA to purchase tickets for you. These policies are prohibited by the most recent General Services Administration contract for commercial airline government rate fares.

9-7.4 **An Expert Consultant**

If you are an expert consultant traveling on official business for the Postal Service, reimbursement of your travel expenses may be allowed while you are away from your home or regular place of business. The GTA may be used to purchase your tickets.

9-7.5 **Member of an Advisory Council or Board**

The vice president of the functional organization utilizing an advisory committee may delegate the authority to approve PS Form 1012, *Travel Voucher*, to a Postal Career Executive Service manager.

9-7.6 **Member of the Citizens' Stamp Advisory Committee**

If you are a member of the Citizens' Stamp Advisory Committee, you are eligible for reimbursement of travel expenses according to the policy and procedures stated in this handbook, based on the following criteria:

- a. For transportation and lodging, you will be reimbursed for your actual expenses.
- b. For your daily expenses, you will be reimbursed at the per diem rate for each day that you are away from your home or place of business. Your daily expenses may not exceed the daily rate presented in Appendix [A](#) for each calendar day or fraction of a day.

Important: You will be reimbursed only if your business address is outside of the Washington metropolitan area or beyond a reasonable commuting distance from the meeting site.

9-7.7 **Other Nonemployee**

If you are any other nonemployee of the Postal Service, an approving official may approve reimbursement of your travel expenses if you are traveling for either of the following purposes:

- a. To confer with postal officials on official postal matters.

10 Getting Reimbursed and Repaying Advances

When you return from travel, you must do the following:

1. Complete and submit the required forms or electronic report to be reimbursed for your travel expenses.
2. Repay your advances.

This chapter explains the details of getting reimbursed and repaying your advances.

Reminder: If you were on international travel, you must also return your official passport to International Postal Affairs and within 30 days, prepare a written report and send a copy to the vice president, International Business.

10-1 Getting Reimbursed

The forms that you fill out to be reimbursed for your travel expenses vary depending upon whether you were on regular or local travel.

10-1.1 Regular Travel

10-1.1.1 Which Form to Submit

If you use the eTravel system, you must submit regular and local travel expense reports electronically. If you are not on eTravel, submit PS Form 1012, *Travel Voucher*, to be reimbursed for all travel away from your permanent duty station and PS Form 1164, *Claim for Reimbursement for Expenditures on Official Business*, to be reimbursed for local travel. PS Form 1164-A, *Claim for Reimbursement for Postal Supervisors (for Employee Business Expenses Only)*, should be used to claim expenses for street supervision at the daily rate.

10-1.1.2 How Often to Submit It

Use the guidelines in the following table to determine when to submit an expense report.

If...	Then You...
a. You are on regular travel in the United States, its territories, or possessions	Must submit at least one expense report in each accounting month.
b. You are on international travel	Must submit an expense report when your trip is complete.

If...	Then You...
c. You do not anticipate more travel within the following 3-week period	Must submit an expense report immediately and claim your travel expenses.
d. You do not anticipate another trip within the accounting month	Must submit your expense report at the end of the trip.
e. Your trip spans 2 accounting months	Must submit 1 expense report for the entire trip, except for year-end.
f. You are on an extended duty or training assignment lasting 2 weeks or more	May submit your expense reports more frequently if you need the funds to meet your expenses.

10-1.2 Local Travel

10-1.2.1 Which Form to Submit

When you return from local travel submit PS Form 1164, *Claim for Reimbursement for Expenditures on Official Business*, to be reimbursed for your expenses. If you use the eTravel system, you must use that system to file for reimbursement.

10-1.2.2 How to Be Reimbursed From Post Office Funds

To be reimbursed from local Post Office funds, submit your approved PS Form 1164 to your supporting finance or accounting office. If sufficient cash is available, you will be reimbursed in cash. If sufficient cash is not available, the Post Office will issue a postal money order.

10-2 Repaying Advances

10-2.1 Standard Policy for Repayment

If the amount of your outstanding travel advance exceeds the amount of your travel expenses, you must repay the difference as soon as you complete the travel for which you received the advance.

10-2.1.1 When to Repay Your Advance

If You Area...	Then You Must Repay Your Advance...
a. Bargaining unit employee who does not have an individually billed government travel card	As soon as possible after your trip is complete.
b. Bargaining unit employee who has an individually billed government travel card	When you receive your travel card bill.

Reminder: If your travel advance remains outstanding for a period of 120 days or more after your travel is complete, the Internal Revenue Service (IRS) considers that advance to be reportable compensation and, therefore, subject to federal income taxes, FICA, and Medicare taxes.

10-2.1.2 **How to Repay Your Advance**

The repayment of travel advances to traveler depends on how the advance was issued and whether or not the traveler uses the eTravel system. If the traveler has an individually billed travel card, the traveler must use the travel card to obtain a cash advance. The amount of the cash advance must be paid to the travel card company and may not be claimed on their eTravel expense report.

If the advance was issued by the San Mateo Accounting Service Center (ASC) (the traveler does not have a travel card), the advance will automatically be deducted from the amount of the reimbursement to be paid to the employee.

If the advance was charged to traveler's individually billed travel card, then the traveler owes the company card the advance. Travelers must not enter cash advances on their eTravel expense report.

If the traveler was issued an advance locally, the traveler may repay the advance by submitting a personal check or money order with travel voucher.

Follow these steps to ensure that your advance account is properly credited:

1. Write a personal check or obtain a money order for the full amount of your outstanding balance. Be sure it's payable to the U.S. Postal Service.
2. Write your Social Security number on the check or money order.
3. Write a memo to accompany your check or money order. Be sure to include all of the following:
 - a. Your name.
 - b. Social Security number.
 - c. Instructions to apply the payment to your outstanding advance.
4. Attach the check or money order and the memo to the front of your expense report.

10-2.1.3 **If You Are Separating From the Postal Service**

When you are separating from the Postal Service, your office or installation notifies the San Mateo ASC. The San Mateo ASC then examines your travel advance record to determine if you have any outstanding advances.

Important: The Postal Service deducts any unpaid outstanding advances from your final salary checks unless you directly repay the disbursing officer, U.S. Postal Service.

10-2.2 **Travel Expense and Advance Report**

Each accounting month, the San Mateo Accounting Service Center prepares the Travel Expense and Advance Report, which lists employees that have outstanding travel advances and shows the employee's name, Social Security number, finance number, amount of unpaid balance, and year-to-date travel expenses. The balance for relocation expenses is identified separately from regular outstanding travel advances.

Each approving official reviews the report for his or her organizational unit. If you have any outstanding balance, your approving official will notify you in writing and instruct you to repay your balance.

Approving officials will review reports to determine whether each employee who is listed as having an outstanding advance is a continuous traveler or will be traveling within the next 3 weeks. If no travel is anticipated, the employee must immediately refund the outstanding balance. If any of the employees listed will definitely travel within 3 weeks, approving officials must determine how much of the outstanding advance is needed and request an immediate refund of any excess. The review by approving officials helps determine which employees owe money to the Postal Service.

10-3 eTravel

If you are enrolled in the eTravel system, this is the only way that you will be able to be reimbursed for your travel expenses.

All transactions made when you use your individually billed government travel card are downloaded from the travel card vendor into the eTravel system on a daily basis. These expenses are displayed on the Company Card page of the system. They can be moved into your travel report by clicking on the *Add* button.

eTravel is a Web based system that provides the following conveniences for the Postal Service travelers:

- a. Allows travelers to enter travel expenses into a secure, automated system.
- b. Provides electronic submission to the traveler's approving manager for approving expense reports.
- c. Reduces the requirement for hard copy receipts to only those expenses of \$50 or more that are not charged to the government travel card and prepopulated from the Company Card screen into an eTravel report. (**Exception:** the hard copy hotel receipt must always be submitted to the eTravel Back Office.)
- d. Directly reimburses the travel card company for expenses charged to the traveler's government travel card.
- e. Offers electronic funds transfer (EFT) for nonbargaining employees and bargaining employees who prefer reimbursement to the traveler's bank account for out-of-pocket expenses.

10-3.1 Accessing eTravel

An eTravel logon ID is obtained by submitting PS Form 1010, *eTravel Participant Enrollment Form*, to the local eTravel coordinator. The eTravel enrollment form is available on the eTravel splash page located at <https://etravel.usps.gov/> the Postal Service Intranet.

After submitting your enrollment form you will receive a Responsibility Statement back from the local eTravel coordinator that you are to sign and return to the coordinator. You will then be provided an eTravel logon ID. Access to eTravel can be found at the Web address in the previous

paragraph or by clicking on the *Headquarters* button (from the Postal Service Intranet at <http://blue.usps.gov/>). After the Postal Service Headquarters Web page loads, click on the *Finance* link located in the middle of the page. The eTravel link is located at the top of the links listed on the left side of the Finance Web page.

10-3.2 Using eTravel

Links to eTravel user documentation can be accessed from the eTravel splash page at <https://etravel.usps.gov/> prior to logging on to eTravel or from the eTravel Concur Central Web page after logging on to eTravel.

The Concur Classroom link provides access to training modules and simulations to assist the traveler in learning the eTravel system.

The *eTravel User Guide* provides in-depth instructions to complete an eTravel expense report.

The *eTravel Quickstart Guide* provides a summary of the steps to be taken to complete an eTravel expense report.

10-3.3 Creating an eTravel Report

There are 6 basic steps for creating an eTravel report:

Step 1	Log on to the eTravel system	<ol style="list-style-type: none"> 1. Access the Internet Explorer Web browser on your personal computer. 2. Type <i>eTravel</i> into the browser's address field, and press the Enter key. 3. Type your logon ID and password in the appropriate fields on the logon page. 4. Click the logon button or press Enter. <p>Note: Your logon is not case sensitive, but your password is. See the <i>eTravel User Guide</i> located on the eTravel Web page for more complete instructions on how to log on.</p>
Step 2	Create a new report	On the home page, select <i>Create</i> . The report header page will be displayed.
Step 3	Complete the header information	All fields preceded by a red asterisk must be completed. Click the <i>Next</i> button to save the information.
Step 4	Prepopulate your report with charges from the Company Card page	<ol style="list-style-type: none"> 1. Click the <i>Expense Entry</i> tab to go to the Expense Entry page for your current report. 2. Edit the company card entries that are now in your travel report or add new entries that were not charged on your travel card (per diem, mileage, etc.) <p>Note: See the <i>eTravel User's Guide</i> for detailed instructions on editing company card entries and entering other expenses.</p>
Step 5	Review and submit your expense report	<ol style="list-style-type: none"> 1. Carefully review your expense report and make any necessary changes. 2. Explain any unusual items and eliminate any exception flags. 3. Click the <i>Submit</i> button and then <i>OK</i> on the legal certification that displays. The Submit Report screen displays showing the name of your approving manager. 4. If your approving manager is correct as displayed, click <i>Send</i>. <p>Note: If you must choose an alternate approving manager, follow the instructions in the <i>eTravel User Guide</i>.</p>

Step 6	Print your report	<ol style="list-style-type: none"> 1. From the list of your active reports, select the one you have sent for approval and click the <i>Print</i> button. The Print Report task window displays. 2. Click the <i>Next</i> button to display the report. Print the Receipt Report if receipts are required. 3. Staple only the required receipts to the Receipt Report, insert the report and receipts into the appropriate window envelope, and send them to the appropriate Back Office Processing unit. 4. Log off the eTravel system.
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10-3.4 **Receiving Your Reimbursement**

Reimbursement will occur once a report has been approved, passed Back Office review, and all required receipts have been received. If a report is not approved by the approving official or the Back Office review, it will be returned to the traveler for correction and resubmission.

Reimbursement for reports created and submitted using the eTravel system will be by a direct payment to the government travel card vendor (for those reimbursable expenses claimed that were incurred using the travel card) and by electronic funds transfer for those expenses not made using the travel card.

Reimbursement usually will be completed the fourth business day after the report is approved, all required receipts have been received, and the report is processed for payment.

10-3.5 **Approving Travel Reports on the eTravel System**

Approvers are notified by e-mail and by accessing the eTravel system when they have a travel report to approve.

To approve an electronic travel report, the approver will log on to the eTravel system and access the travel report by clicking on the report name under Updates on the Concur Central screen. The approver will review all entries in the report to ensure that exception flags have been cleared, that the trip was authorized, that amounts claimed were reasonable, and that Postal Service travel policy was followed (see the Approver's Guide on the eTravel system for a more in depth explanation of how to approve an electronic travel report).

After reviewing the report, the approving official approves it, and the report is sent electronically to the Back Office for processing. If the approving official questions an entry or disagrees with anything found on the report, they can send it back to the traveler for explanation or correction. Approvers are not able to change any entries on an eTravel report.

10-3.6 **Web Alias — How Travelers Without Web Access Use eTravel**

Not all travelers will have Web access and be able to enter their own travel reports on eTravel. In order to accommodate these travelers, Web alias has been created.

Web alias allows an approving manager to select a designated person to prepare and submit electronic travel reports for non-Web-enabled

employees. The traveler will submit one of two information forms to the person designated as their Web alias so that Web alias can enter expense claims into the eTravel system for the traveler using traveler's eTravel account:

- PS Form 1012-E, *eTravel Expense Report — Overnight Travel*.
- PS Form 1164-E, *eTravel Expense Report — Local Travel*.

After returning from travel, the traveler completes a PS Form 1012-E or PS Form 1164-E listing, by expense types used in the eTravel system, all expenses being submitted for reimbursement. Required receipts are to be submitted with the Form 1012-E or PS Form 1164-E to the designated Web alias person who will enter the expense claims into the eTravel system, prepare and send the receipt report and applicable receipts to the Back Office and submit the report to the traveler's approving official.

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Part 3

Relocation (Non-bargaining Only)

To access part 3 on the Postal Service Intranet:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *References*.
- Under “References” in the right-hand column, click *PolicyNet*.
- Then click *HBKs*.
- Scroll down to Handbook F-15, and click the Part 3, *Relocation Only (Non-bargaining Only)* link.

The direct website address is <http://blue.usps.gov/cpim/ftp/hand/f15/rgintro.htm>.

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Part 4

Appendices

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Appendix A

Rates

A-1 Standard Mileage Rates

A-1.1 Mileage Rates

Effective immediately, the Postal Service will no longer publish mileage rates in annual *Postal Bulletin* issues. The Postal Service changes mileage rates on an annual calendar year basis based on the rates published by GSA at www.gsa.gov.

A-1.2 Reimbursement for Postal Service Supervisors

Postal Service supervisors (see [5-5.2.1.2](#)) will be reimbursed at the rate of \$6.00 per day or the GSA rate per mile, whichever is greater, when a privately owned vehicle is used. Do not use the eTravel system when claiming the \$6.00 daily rate, because the excess of the daily rate over the actual mileage is taxable as compensation to the claimant. You should claim the \$6.00 daily rate by submitting PS Form 1164-A, *Claim for Reimbursement for Postal Supervisors*, to the Scanning and Imaging Center.

Odometer readings are not required on the respective claim forms; the integrity of the claim is the responsibility of the traveler. However, should the approving official have reason to question the claim, the claimant must provide evidence that supports the claim of distance traveled.

A-2 Travel Per Diem Rates

Effective immediately, the Postal Service will no longer publish annual per diem rates.

Domestic per diem rates for the continental United States (except for Norman, Oklahoma) are available on the GSA website at www.gsa.gov/perdiem.

Domestic per diem rates for the noncontinental United States (Alaska, Hawaii, Puerto Rico, and U.S. possessions) will follow the rate for GSA's high-cost locations. These rates can be found by checking the meals and incidental expenses breakdown rates on GSA's website at www.gsa.gov/perdiem; under "Per Diem," click *M&IE Breakdown*.

International per diem rates are available on the Department of State's website at <http://aoprals.state.gov>; under "Per Diem Rates," click *Foreign Per Diem Rates*.

The per diem rate for Norman, Oklahoma, is as follows:

	Per Diem Rate	Breakfast	Lunch	Dinner
Norman, OK	\$46 per day	\$6	\$10	\$20

Instructions for Submitting Forms

B-1 Before You Fill Out a Form

Whether you are traveling on official Postal Service business or relocating, you must fill out one or more forms to convey information to the Postal Service and to have each stage of the process approved. Although each form is different, all require that you adhere to some basic requirements.

Before filling out any form, become familiar with the requirements presented in this appendix. Doing so ensures not only that you have provided accurate and complete information but also that the form can be processed more quickly, an important factor when waiting for reimbursement.

B-1.1 The Basic Requirements

When filling out any travel or relocation form for the Postal Service, be sure that you do all of the following:

1. Become familiar with the existing policy.
2. Fill out the right form. For example, reimbursement for local travel requires a different form than reimbursement for other types of travel. The forms in this appendix are presented in numerical order.
3. Type the information or print in ink.
4. Initial any erasures or changes that you make to totals.

B-1.2 Account Numbers You Will Need

Most travel and relocation forms require you to provide an account number to identify the type of expense. Selected accounts are available in eTravel. The table below shows all possible travel accounts.

If Your Expense Is Related to...	Then Use This Account Number...
a. Personnel travel — other than training	51401
b. Personnel travel — other than training, detail assignment	51403
c. Personnel travel — foreign	51404
d. Personnel travel — international postal congress	51405
e. Personnel — Travel — Other than training — Spouse travel costs — Grossing-Up	51406
f. Personnel travel — outside training	51411
g. Personnel travel — U.S. Postal Service training	51413

If Your Expense Is Related to...	Then Use This Account Number...
h. Travel — spousal travel	51409
i. Travel — Other than training — Detail Over 1 Year	51412
j. Contractual services other than equipment repair and maintenance or outside consulting and professional	52322
k. Supplies, materials, and services; other services; carfare; other than carrier owned	52453
l. Local transporting — Headquarters	52454
m. Personnel benefits — miscellaneous expense allowance	51239
n. Personnel benefits — advance round trip	51241
o. Personnel benefits — en route travel	51242
p. Personnel benefits — temporary quarters	51243
q. Personnel benefits — transportation of household effects	51244
r. Personnel benefits — return trips to residence at former duty station	51245
s. Spouse job search assistance expense	51246
t. Grossing up/relocation income tax (RIT)	51247
u. Personnel benefits — residence purchase, sale, or lease	51248
v. Mortgage interest differential	51249
w. Other operating expenses — reorganization travel	56311
x. Other operating expenses — travel for non-Postal Service personnel	56315

B-1.3 **Before You Submit the Form**

Minor mistakes on a form can hold up processing. To avoid such delays, always do the following:

1. Claim only those expenses that are within the policy stated in this handbook.
2. Support your expenses with acceptable documentation.
3. Check the math.
4. Verify that any dates provided are correct.
5. Verify that numbers — such as finance numbers, account numbers, and your Social Security number — are correct.
6. Verify that your address is correct.
7. Sign the form.
8. Attach originals, not photocopies, of all supporting documentation.

Important: Always photocopy the completed, signed form and all supporting documentation. Keep this copy in your files.

B-2 PS Form 1011, Travel Advance Request and Itinerary Schedule

B-2.1 **What You Need To Know**

Use this form:

- a. To convey your itinerary and travel arrangements to your immediate supervisor and the approving official.
- b. To estimate how much money you will need as a travel advance.
- c. If you are a bargaining unit employee who does not have an individually billed government travel card, to convey your request for a travel advance. (If you are a bargaining employee who has an individually billed travel card, you must use the ATM feature of your individual government travel card for your advance.)

Important: Be sure to submit the completed form as soon as possible to allow time for the advance to be approved and payment made through the San Mateo Accounts Payable system.

Reminder: Type all information or print in ink. Be sure to initial any erasures or changes to totals.

B-2.2 **Filling Out the Form**

Use the sample form and the table following it for the required information.

B-2.2.1 **PS Form 1011, Travel Advance Request and Itinerary Schedule**

United States Postal Service		<input type="checkbox"/> Regular (a) <input type="checkbox"/> Relocation (Type: (b))
Travel Advance Request and Itinerary Schedule		Travel Order Number (c)
Name of Traveler (First, M.I., Last) (d)		Social Security Number (e)
Travel Dates	From: (f) To: (g)	Finance Number (h)
Mailing Address (i)		Office Telephone Number (j)
TRANSPORTATION		Estimated Cost
1. Mode of Transportation and Company (k)	Origin (l) Date & Time	Destination (m) Date & Time
		\$ (n)
2. Mode of Transportation and Company (k)	Origin (l) Date & Time	Destination (m) Date & Time
LODGING		
1. Establishment Name and Address (o)	Telephone Number (p)	
2. Establishment Name and Address (o)	Telephone Number (p)	
List other legs of your trip and any other lodging (q)		
Car Rental Company (r)	Rate (s)	Number of Days (t)
Miscellaneous/Other Expenses: List: (u)		
Per Diem:		
High Cost: (v)	_____ periods x rate _____ =	
Average Cost: (v)	_____ periods x rate _____ =	
SUBTOTAL		\$ (w)
Deduct Amount Charged to Personal Credit Card(s) and for the GTA Account		((x))
NET ADVANCE REQUESTED		\$ (y)
<small>It is a Federal offense, in violation of 18 U.S.C. 1711, for the recipient of funds requested on this form to utilize the monies for any purpose other than the official Postal Service employment-related purpose for which they are requested. Failure to remit any monies owed for overdue advances, when required to do so by law or Postal Service regulations, may be subject to fine and/or imprisonment. Where the amount or value due does not exceed \$100.00, the person will be fined not more than \$1000.00 or imprisoned for not more than one year, or both. Under 18 U.S.C. 1711, an offense involving an amount greater than \$100.00 constitutes embezzlement and an individual may be fined in an amount equal to the amount of money involved or imprisoned for not more than ten years, or both. Making false claims and/or false statements on the travel advance application form can result in civil penalties pursuant to 31 U.S.C. 3801.</small>		
Signature of Traveler (z)	Date (aa)	
Signature and Title of Approving Official (bb)	Date (cc)	
Amount Received (Signature and Date) (dd)		
<small>The collection of this information is authorized by 39 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRA; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary; however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.</small>		
PS Form 1011, May 1997		

This Blank...	Is For This Information...
a. Regular	The type of <i>travel</i> requested. If you are requesting regular travel or travel for training, check this box.
b. Relocation (Type: _____)	For relocatees only – the type of <i>advance</i> requested. If you are requesting an advance for relocation, check this box. Then print or type the relocation phase that pertains to this advance. Choose from these 3 phases: a. Advance round trip(s). b. En route. c. Transportation of mobile home.
c. Travel Order Number	For relocatees only – the “Order No.” from your PS Form 178, <i>Specific Travel Order – Relocation & Relocation Agreement</i> .
d. Name of Traveler	Your full name: first name, middle initial, and last name.
e. Social Security Number	Your Social Security number.
Travel Dates	
f. From	The date that your travel is scheduled to begin.
g. To	The date that your travel is scheduled to end.
h. Finance Number	The finance number of the office to which these travel expenses are to be charged.
i. Mailing Address	The mailing address of your current official duty station.
j. Office Telephone Number	The telephone number where you can be reached at your temporary duty station.
Transportation	
Space is provided for 2 legs of your trip. If you have more continue on line p.	
k. Mode of Transportation and Company	The type of transportation that you plan to use, such as air, bus, train, or POV. If you are using a commercial carrier, fill in the name of the company. If necessary, use initials or abbreviations.
l. Origin, Date & Time	Your point of departure and the date and time that you are scheduled to depart.
m. Destination, Date & Time	Your arrival point and the date and time that you are scheduled to arrive.
n. Estimated Cost	The expected cost of this expense category. Fill in this column for each category – transportation, lodging, car rental, miscellaneous expenses, and per diem – for which you expect to have expenses.
Lodging	
Space is provided for two stays. If you have more continue on line p. Be sure to fill in the expected cost of lodging in the column “Estimated Cost.”	
o. Establishment Name and Address	The name and address of the place where you plan to stay.
p. Telephone Number	The telephone number of the place where you plan to stay.
q. List other legs of your trip and any other lodging	The transportation and lodging information for any other legs of your trip.

This Blank...	Is For This Information...
Car Rental	For travelers who need a rental car.
r. Car Rental Company	The name of the car rental company that you expect to use.
s. Rate	The rate that you are being charged.
t. Number of Days	The number of days that you expect to need a car. Be sure to fill in the expected cost of your car rental in the column "Estimated Cost."
u. Miscellaneous/Other Expenses	Any other reimbursable expenses.
v. Per Diem	The number of per diem days that you expect to spend in high-cost and average-cost areas. The per diem rate for each type of area (see Appendix A). Be sure to fill in the "Estimated Cost" for each type of area. To calculate this cost, multiply the number of days of per diem by the rate.
w. Subtotal	The total estimated cost. To calculate this amount, add the amounts in the "Estimated Cost" column.
x. Deduct Amount Charged to Personal Travel Card(s) and for the GTA Account	The expenses that are being charged to a travel card, the GTA, or another party.
y. Net Advance Requested	For bargaining unit employees only — the amount of advance needed. To calculate this amount, subtract "Deduct Amount Charged to Personal Travel Card(s)..." (line x) from "Subtotal" (line w).
z. Signature of Traveler	Your signature.
aa. Date	The date that you are submitting the form — usually today's date.
ab. Signature and Title of Approving Official	The signature and job title of your approving official. The approving official will fill in this blank after he or she reviews the form.
ac. Date	The date that the approving official signs this form. The approving official will fill in this blank.
ad. Amount Received (Signature and Date)	For bargaining unit employees only — your signature when you receive your travel advance and the date you received it.

B-2.3 Submitting the Completed Form

Be sure to photocopy the completed form and all supporting documents for your files. Then submit the original form to the appropriate approving official.

The approving official then does the following:

1. Reviews the travel expenses to determine if they are the most advantageous for the Postal Service.
2. Signs the form to indicate his or her approval.
3. Submits the approved forms from field personnel to the San Mateo Accounting Service Center, and forms from Headquarters personnel to Headquarters Disbursements in Corporate Accounting.

B-3 PS Form 1012, Travel Voucher

B-3.1 What You Need To Know

Use this form:

- a. To be reimbursed for all expenses pertaining to travel outside your official duty station. (To be reimbursed for local travel, use PS Form 1164, *Claim for Reimbursement for Expenditures on Official Business*.)
- b. If you are a bargaining unit employee, use this form to repay travel advances.

Reminder: Type all information or print in ink. Be sure to initial any erasures or changes to totals.

Important: This form is not only used to verify that you complied with travel regulations but is also kept for auditing purposes. Be sure to fill it out carefully and meticulously.

B-3.2 Filling Out the Form

Use the sample form and the table following it for the required information. All employees must use eTravel for regular travel reimbursement. Employees may use PS Form 1012 only for the special circumstances documented in this handbook.

When you cannot put all information about a period of travel on PS Form 1012, continue on PS Form 1012-A, *Travel Voucher — Continuation Sheet*, (see [B-3.2.3](#) for a sample).

This Blank...	Is For This Information...
Payee's Name	Your full name: first name, middle initial, and last name.
Social Security Number	Your Social Security number.
Mailing Address	The complete address of the place where you want to receive your check. It can be your home, office, or any other place of delivery.
Office Telephone Number	The telephone number where you can be reached at your temporary duty station.
For Travel and Other Expenses From (Date) To (Date)	The dates that you began ("From") and ended ("To") the travel represented on this voucher.
Applicable Specific Travel Order — Relocation	For relocations only — the number from PS Form 178, <i>Specific Travel Order — Relocation & Relocation Agreement</i> .
Type of Relocation	For relocations only — the phases of relocation for which you are claiming reimbursement on this form. Choose from the following three phases: a. Advance round trip(s). b. En route. c. Transportation of mobile home.
Travel Advance	For any bargaining unit employees who received a travel advance from the San Mateo Accounting Service Center or Post Office Accounting Division. (Do not include emergency advances from local Post Office funds.)
Outstanding \$	The dollar amount remaining on the advance.
Amount to be applied \$	The dollar amount on this expense report that you want to be applied to the amount remaining.
Balance to remain outstanding \$	Any balance that remains.
Transportation (Air or Rail) paid by: a. Personal Credit Card b. GTA (Credit Card — Government Transportation System) c. Other	The method by which you paid for your tickets. Check only one box to indicate whether you paid for your tickets on your individual government travel card, through the GTA, or by another means, such as cash or check "Other."
Amount Claimed	The total amount on the expenses for which you want to be reimbursed on this voucher. Get this figure either from the back of this voucher on the line titled "Grand Total Amount to Face of Voucher" or from the same line on PS Form 1012-A, <i>Travel Voucher Continuation Sheet</i> .
Differences	Personal items not to be reimbursed. The difference between the total amount claimed and the total to be charged to expense.
Total verified correct for charge to expense	Total reimbursable expenses.

This Blank...	Is For This Information...
Applied to outstanding travel advance	Amount of outstanding travel advance(s) in Accounts Payable.
Net to Traveler	Total reimbursable expense minus outstanding travel advance amount.
Signature of Payee	Your signature. The name here must match the Payee's Name" at the top of the expense report.
Date	Date certified correct by the payee
Title of Payee	Title of the traveler.
Authorized Approving Official's Signature	Signature of the approving manager
Title	Title of the approving manager
Date	Date the approving manager certified payment.
Finance Number	The finance number of the office charged for the expense reported on this row.
Future Use	Information that will be filled in during processing. Leave this column blank.
Sub-Location	The sub-location code. If any, of the office charged for the expense reported on this row.
Account	The account number representing the types of expense reported on this row. See B-1.2 for the list of possible account numbers.
Amount	The amount to be charged to the finance number. The total of the amount(s) listed in this column must equal the amount claimed.

This Blank...	Is For This Information...
Date	The last two digits of the calendar year in which the expense occurred.
Balance Brought Forward	Subtotals for Page 2 of PS Form 1012 are brought forward to the continuation sheet.
Itinerary/ Explanation of Expenses Claimed	<p>The details on the expense reported on this row include:</p> <ul style="list-style-type: none"> a. The month and day and points of travel. b. The mode of transportation that you used, such as airplane, train, or POV. c. If you used a POV, the points visited. d. Parking fees and tolls for turnpikes, tunnels, bridges, or ferries. e. Any charges for taxi or limousine services between your home or place of business and your duty station. Also show charges from your hotel or place of business to your duty station. Show tips separately. f. Charges for local transportation needed to perform official duties outside your official duty station. g. Any deviations from normally traveled routes. h. Explanations for any delays that occurred, whether beyond your control or for your own convenience. i. Any special conveyance used. j. Charges for official use of telephone or telegraph services. k. Any unusual charges, such as those for a conference room or equipment rental. l. Any cost comparisons.
Mileage	For employees who used a POV for official business.
No. of Miles	The number of official business miles that you drove in your POV.
Rate	The mileage rate applicable. See Appendix A for this rate.
Amount	The amount that you will be reimbursed for the official business miles that you drove or flew. To calculate this amount, multiply the number of miles by the mileage rate.
Per Diem	
No. of Periods – High	The number of days of per diem in high-cost areas that you are charging for each day of travel.
No. of Periods – Avg.	The number of days of per diem in average-cost areas that you are charging for each day of travel.
Amount	The dollar amount that you are claiming for the high-cost areas. To calculate this amount, multiply the number you wrote on “No. of Periods – High” by the per diem rate for this area (see Appendix A). If no means were furnished, multiply per diem for first and last day by 75 percent.

This Blank...	Is For This Information...
Amount	The dollar amount that you are claiming for the average-cost areas. To calculate this amount, multiply the number you wrote on “No. of Periods — Avg.” by the average-cost per diem rate (see Appendix A). If no means were furnished, multiply per diem for first and last day by 75 percent.
Less Meals Furnished Amount	For the high-cost areas, the resulting amount of per diem that you are claiming after you subtract the rate of any meals that were provided at no cost to you or at a nominal fee. See Appendix A for the appropriate rate. Multiply remaining amount of first and last day of travel by 75 percent.
Less Meals Furnished Amount	For the average-cost areas, the resulting amount of per diem that you are claiming after you subtract the rate of any meals that were provided at no cost to your or at a nominal fee. See Appendix A for the appropriate rate. Multiply remaining amount of first and last day of travel by 75 percent.
Lodging	
No. of Days	The number of nights that you spent in commercial or leased lodging while on official travel.
Amount	The cost of lodging for the number of nights on “Lodging No. of Days.” This amount may be either the nightly rate or the total amount that you paid.
Car Rental	
No. of Days	The number of days for which you rented a car while on official travel.
Amount	The cost of car rental for the number of days on “Car Rental No. of Days.” This amount may be either the daily rate or the total amount that you paid.
Transportation — Air, Bus, Train Fare Amount	The cost of your transportation tickets to and from your departure and destination points.
Other Amount	The dollar amount you are claiming for any other allowable expenses related to official travel and not provided for elsewhere on this form.
Grand Total	The total of all amounts on this page: “Mileage Amount,” “Per Diem Amount” (or if meals were provided, the “Less Meals Furnished Amount”), “Lodging Amount,” “Car Rental Amount,” “Transportation Amount,” and “Other Amount.”
Subtotals Include Counts	The total for each column.

This Blank...	Is For This Information...
Date	The last two digits of the calendar year in which the expense occurred.
Balance Brought Forward	Subtotals for Page 2 of PS Form 1012 are brought forward to the continuation sheet.
Itinerary/ Explanation of Expenses Claimed	<p>The details on the expense reported on this row include:</p> <ul style="list-style-type: none"> a. The month and day and points of travel. b. The mode of transportation that you used, such as airplane, train, or POV. c. If you used a POV, the points visited. d. Parking fees and tolls for turnpikes, tunnels, bridges, or ferries. e. Any charges for taxi or limousine services between your home or place of business and your duty station. Also show charges from your hotel or place of business to your duty station. Show tips separately. f. Charges for local transportation needed to perform official duties outside your official duty station. g. Any deviations from normally traveled routes. h. Explanations for any delays that occurred, whether beyond your control or for your own convenience. i. Any special conveyance used. j. Charges for official use of telephone or telegraph services. k. Any unusual charges, such as those for a conference room or equipment rental. l. Any cost comparisons.
Mileage	For employees who used a POV for official business.
No. of Miles	The number of official business miles that you drove in your POV.
Rate	The mileage rate applicable. See Appendix A for this rate.
Amount	The amount that you will be reimbursed for the official business miles that you drove or flew. To calculate this amount, multiply the number of miles by the mileage rate.
Per Diem	
No. of Periods – High	The number of days of per diem in high-cost areas that you are charging for each day of travel.
No. of Periods – Avg.	The number of days of per diem in average-cost areas that you are charging for each day of travel.
Amount	The dollar amount that you are claiming for the high-cost areas. To calculate this amount, multiply the number you wrote on “No. of Periods – High” by the per diem rate for this area (see Appendix A). If no means were furnished, multiply per diem for first and last day by 75 percent.

This Blank...	Is For This Information...
Amount	The dollar amount that you are claiming for the average-cost areas. To calculate this amount, multiply the number you wrote on “No. of Periods — Avg.” by the average-cost per diem rate (see Appendix A). If no means were furnished, multiply per diem for first and last day by 75 percent.
Less Meals Furnished Amount	For the high-cost areas, the resulting amount of per diem that you are claiming after you subtract the rate of any meals that were provided at no cost to you or at a nominal fee. See Appendix A for the appropriate rate. Multiply remaining amount of first and last day of travel by 75 percent.
Less Meals Furnished Amount	For the average-cost areas, the resulting amount of per diem that you are claiming after you subtract the rate of any meals that were provided at no cost to your or at a nominal fee. See Appendix A for the appropriate rate. Multiply remaining amount of first and last day of travel by 75 percent.
Lodging	
No. of Days	The number of nights that you spent in commercial or leased lodging while on official travel.
Amount	The cost of lodging for the number of nights on “Lodging No. of Days.” This amount may be either the nightly rate or the total amount that you paid.
Car Rental	
No. of Days	The number of days for which you rented a car while on official travel.
Amount	The cost of car rental for the number of days on “Car Rental No. of Days.” This amount may be either the daily rate or the total amount that you paid.
Transportation — Air, Bus, Train Fare Amount	The cost of your transportation tickets to and from your departure and destination points.
Other Amount	The dollar amount you are claiming for any other allowable expenses related to official travel and not provided for elsewhere on this form.
Grand Total	The total of all amounts on this page: “Mileage Amount,” “Per Diem Amount” (or if meals were provided, the “Less Meals Furnished Amount”), “Lodging Amount,” “Car Rental Amount,” “Transportation Amount,” and “Other Amount.”
Subtotals Include Counts	The total for each column.

B-3.3 Reporting Special Circumstances

B-3.3.1 Travel for Civil Defense

If your travel was for civil defense purposes, you must do all of the following:

1. If you are claiming mileage, show on your expense report the time you departed and the time you returned.
2. On the required statement of allowable subsistence, show whether or not the government furnished accommodations.
3. Write the following statement:

“The official travel performed on the above dates was in connection with civil defense and the points visited may not be disclosed.”

Be sure to submit your expense reports for civil defense tests or exercises when you complete the travel.

B-3.3.2 International Travel

If you travel to a foreign country, you must do all of the following:

1. Report your expenses by item.
2. Show your total expenditures in foreign currency.
3. When you total your expenses, convert the amount to U.S. dollars at the rates at which the foreign money was obtained.
4. Show the rate of conversion and the commissions charged.
5. Attach a copy of your approval for travel, signed by the approving official, to your completed expense report.

B-3.3.3 Change of Duty Station

If this expense report pertains to travel to a new duty station, the following apply:

- a. Relocation expenses may be claimed together.
- b. If you transfer either from another government agency to the Headquarters of the Postal Service or between Postal Service installations, charge expenses to the appropriate account for relocation travel and to the department or office to which you are transferring.
- c. All subsequent vouchers which refer to the same type of expense must reference the original voucher submitted. For example, if you amend your claim for temporary quarters expenses, refer to the first voucher you submitted.

B-3.4 Making Sure It's Right

Any error, no matter how minor, can slow the processing of your expense report. Before you submit your completed expense report, check the following:

- a. Your Social Security number is correct.
- b. The dates of travel on the front and back of the voucher are correct.

- c. The finance number, account numbers, and sub-location (hyphenated to match the PS Form 1012) numbers are correct.
- d. The tip for each taxi or limousine fare is listed separately.
- e. If you used a POV instead of a common carrier, you have included a cost comparison.
- f. You have initialed any erasures or changes that you made to totals.
- g. You have signed the form.
- h. You have attached all supporting documentation, including these:
 - (1) Any receipts for currency exchange showing the commissions charged.
 - (2) Any supporting documents if you were traveling to federal or state courts for witness duty on behalf of the government.
 - (3) If this expense report covers travel to the Management Academy, Potomac, MD, or the Technical Center, Norman, OK, the registrar's certification of the type of accommodations you used.

See [8-2](#), Documenting Your Expenses, for information about the supporting documentation for regular travel.
- i. The receipts that you have attached are originals, not photocopies.

B-3.5 Submitting the Completed Form

Be sure to photocopy the completed form and all supporting documents for your files. Then submit the original form to the appropriate approving official. The approving official then does the following:

- a. Reviews the travel expenses to determine if they were most advantageous for the Postal Service.
- b. Signs the form to indicate his or her approval.
- c. Submits the approved form to the San Mateo Accounting Service Center, using one of the addresses in the table below.

If the Form Is for...	Then the Approving Official Submits It To This Address...
a. Reimbursement for regular travel or Repayment of travel advances (bargaining unit employees only)	a. HQ: National Accounting b. HQ Field Units: SAN MATEO ACCOUNTING SERVICE CENTER US POSTAL SERVICE 2700 CAMPUS DR SAN MATEO CA 94497-9422 c. Field: Appropriate Finance Office
b. Relocation	SAN MATEO ACCOUNTING SERVICE CENTER US POSTAL SERVICE 2700 CAMPUS DR SAN MATEO CA 94497-9420

B-4 Web Alias

In eTravel, Web alias allows an approving manager to select a designated person to prepare and submit their electronic travel report.

B-4.1 Web Alias Guidelines

The following guidelines pertain to the Web alias:

B-4.1.1 Access

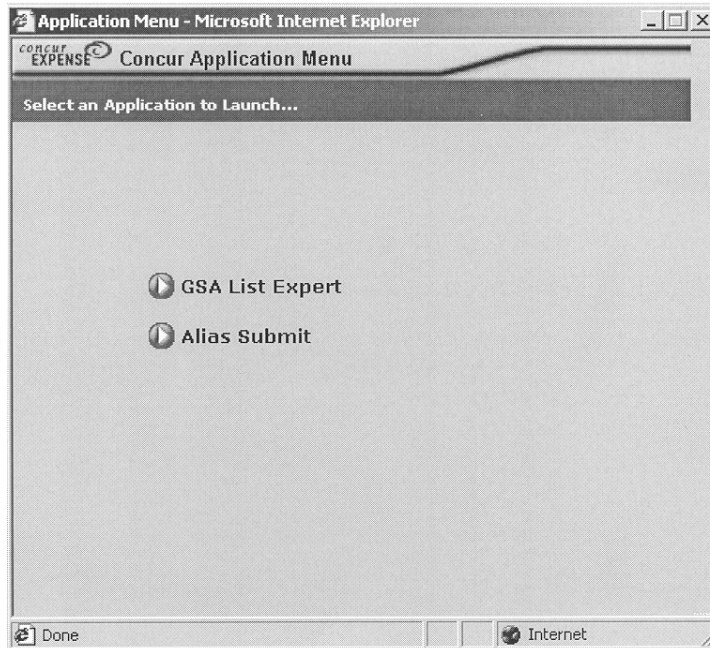
1. Individuals who are approvers will not be allowed Web alias access.
2. Individuals who are coordinators will not be given Web alias access
3. Individuals with access to EFTV to input APARS EFT information for eTravel will not be given Web alias access.
4. To request Web alias access a PS Form 1357, *Request for Computer Access*, must be forwarded to National Accounting. Unlike standard eTravel access, this is not an automated process.

B-4.1.2 Using Web Alias

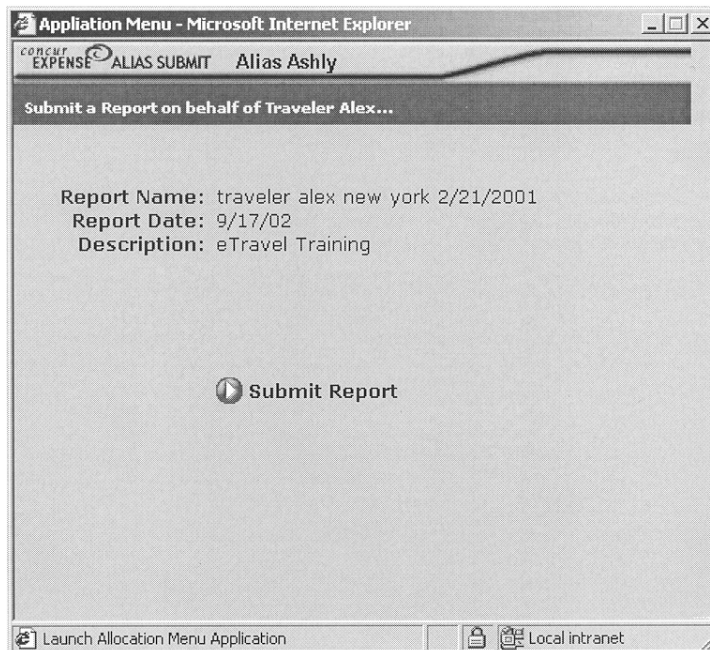
1. Users with access to Web alias need to set up the alias relationship using the eTravel Web alias site at <https://etravel.usps.gov/>.
2. The logon ID and password for Web alias is the same as the logon ID and password for the main eTravel website.
3. Only individuals who have specifically been granted access will be able to log on to the Web alias site.
4. The person with Web alias access needs to type the Social Security number of the person for whom they will be completing reports in the alias website, then log out of that website.
5. Setting up the Web alias relationship with the second individual is a one-time process.

B-4.1.3 Using Web Alias to Create and Submit a Report for Another Individual

- a. Creating a report through Web alias is very similar to creating a report as an administrative assistant until submission of the report.
- b. Once the employee has logged in, and chosen the profile of the individual for whom the report is being created, that person's approving manager should be verified and updated if necessary in *My Info*.
- c. The e-mail address of the person creating the report should be entered as the e-mail address for the individual on whose behalf the report is being created.
- d. To submit a report for another individual through Web alias, the individual clicks the *Application Menu* button at the top of the page, and the following screen displays:

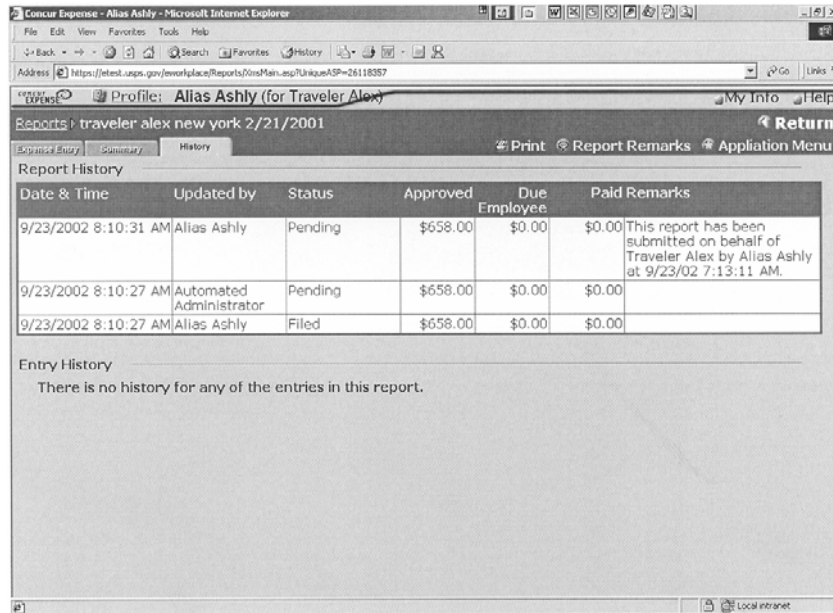


- e. To submit a report created for another individual, click on the *Alias Submit* button. The following screen displays, showing the name, report date, and description of the report that is about to be submitted.

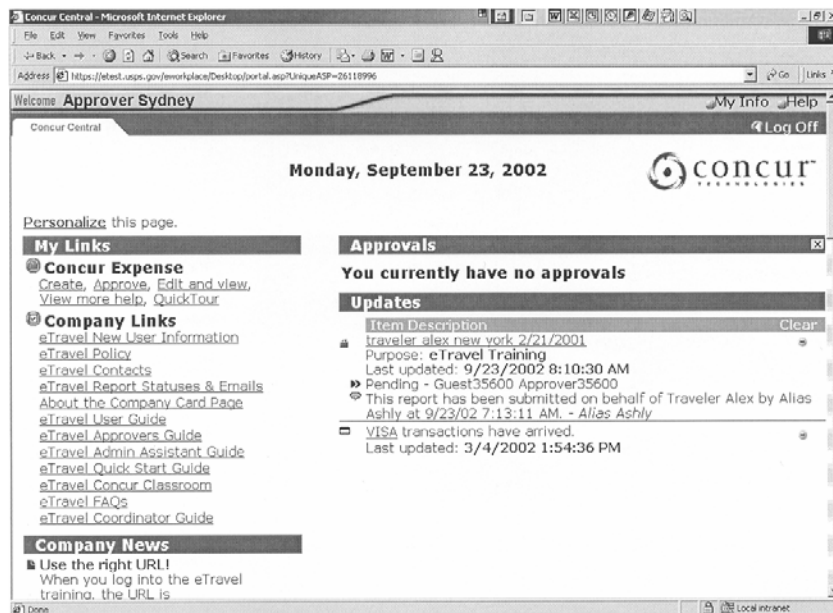


- f. To submit the report, click on the *Submit Report* button. The report is submitted and the employee returns to the Your Active Reports page for the individual on whose behalf they have submitted the report. **Reminder:** There is no opportunity to select an alternate approver at this point, so it is important that the correct approver be set up as soon as the Web alias logs on to the profile in which the report is being created.

- g. The submission entry in the audit trail shows who submitted the report, and at what time. Note that the date and time stamp in the audit trail reflects the time zone in which the report is created. The date and time stamp in the Remarks column reflects the time that the report was submitted based on Central Standard Time (CST).



- h. When the report is submitted to an approver, the approver receives an update that clearly shows that a Web alias has submitted the report to the approver on behalf of the traveler. Like the audit trail, the report remark visible to the approver shows two date stamps, one CST date stamp that shows when the database was updated in Eagan, Minnesota, and one for the time zone in which the report was created.







- i. The approval process for Web alias remains the same as for all other eTravel reports. When a report is resubmitted, the e-mail will go to the person who created the report. That person must fix the report as requested by the approver, and submit it to the approver again.

B-4.2 **eTravel Web Alias Guide**

The *eTravel Web Alias Guide* is available on the Concur page of the eTravel system website.

eTravel Web Alias Guide
U.S. Postal Service
September 16, 2002

Steps for completing and submitting expense reports for employees using Web Alias in eTravel. Refer to *eTravel Quickstart*, *eTravel Policy Guide*, or *eTravel User Guide* for additional details, if needed.

Traveler completes 1012e.	<ol style="list-style-type: none"> 1. Traveler completes PS Form 1012e upon return from official travel. 2. The hotel receipt and all other receipts for expenses over \$50.00 that were not charged to the Government Travel card are submitted with the completed PS Form 1012e to the employee designated to input the traveler's expense report into eTravel using the Web Alias role.
Establish Web Alias Relationship.	<ol style="list-style-type: none"> 3. Type https://etravel.usps.gov/eworkplace/alias into your Web browser's address field to display the Logon page for Concur Alias. 4. Type your eTravel Logon ID and Password, then click Log On (or press Enter). The Concur Alias page displays.
Enter Employee ID into Web Alias.	<ol style="list-style-type: none"> 5. If employee's name is displayed in the list, go to step 8 below. 6. Type the employee ID (Social Security Number without dashes) into the Employee ID field. 7. Click the Add button. Employee's name will be added to the list. 8. Click on the Log off Concur Alias button to log off.
Log on to the eTravel Web page.	<ol style="list-style-type: none"> 9. Type eTravel into your Web browser's address field, or click the eTravel link on the Finance Web page (under "Headquarters" on blue.usps.gov). 10. Type your Logon ID and Password, then click Log On (or press Enter). The Concur Central page displays.
Select traveler's name.	<ol style="list-style-type: none"> 11. Click the Edit and View link. 12. The Report page displays. Click the  Profile icon to access the list of travelers for whom an expense report can be created. 13. Select the name of the traveler whose report is to be created by clicking on the name of the traveler in the Profile list. The traveler's name will now appear after the name of the employee inputting the expense report. (i.e., Profile: John Smith (for Carol Jones)). 14. Click on the My Info button. 15. Click on the My Profile tab. 16. Select Employee Information from the options on the left. Enter your email address in the Email Address field, if it is not already displayed in this field. Click on the Save button  if a new email address is entered. 17. Click on the Concur Expense tab. 18. Select Workflow from the options on the left. Change the Approving Manager that is displayed in My Info if different from the Approving Manager indicated on the 1012e. Click on the Save button  if a new Approving Manager is selected. 19. Click Return to return to the Reports page.
Create expense report using Web Alias.	<ol style="list-style-type: none"> 20. Click on Create a new expense report - link on the Reports page. Verify that you are creating a report for the other individual by looking at the profile label in the upper left of your screen 21. The Creating a New Report page displays, where you enter report header information – especially required (*) fields. <ul style="list-style-type: none"> • Be sure to use the traveler's initials and name when completing the Report Name. 21. Click the Next button  to save the information. You will be prompted to verify the finance number or change it if necessary. Remember, do not include a hyphen in your finance number.

HELP – See the *eTravel User Guide* for additional information. A Help Line is available, too, by calling 1 - 800 - USPSHELP (877-7435), options 1, 2, 7; M - F, 6 a.m. - 6 p.m. CST.

B-4.3 **Documentation of eTravel Expense Claims for Web Alias**

Most bargaining unit employees without computer access will need to use the Web alias site to create and submit their eTravel expense report. Bargaining unit employees using the Web alias site will use PS Form 1012-E, *eTravel Expense Report – Overnight Travel*, for overnight travel and PS Form 1164-E, *Travel Expense Report – Local Travel*, for local travel to document their expense report.

B-4.3.1 **What You Need To Know**

Use forms:

- a. To be reimbursed for all expenses pertaining to travel outside your official duty station.
- b. If you are a traveler without access to the Postal Service website and have been assigned a Web alias person to enter and submit your expense report.
- c. Submit required receipts with PS Form 1012-E or PS Form 1164-E to the designated Web alias person who will enter the expenses into the eTravel system, prepare and send the receipt report and applicable receipts to Back Office Processing, and submit the report to the traveler's approving official.
- d. The approving official will either electronically approve and submit the expense report to the Back Office Processing for payment processing or return to traveler for correction and resubmission. Any discrepancies on the report must be resolved by the approving official and the traveler. The traveler is responsible for resubmitting PS Form 1012-E or PS Form 1164-E to the person who has been assigned to them to enter their expense claims into the eTravel system.

Reminder: Type all information or print in ink. Be sure to initial any erasures or changes to totals.


Important: This form is not only used to verify that you complied with travel regulations but also is kept for auditing purposes. Be sure to fill out the form carefully and meticulously.

B-4.3.2 **Filling Out the Form**

Use the sample form and the table following it for the required information.

The PS Form 1012-E is to be used to provide expense claims to the person entering information into the eTravel system for the traveler for overnight travel. The PS Form 1164-E is to be used for local travel. If you have additional questions concerning completion of these forms or questions about travel, contact your local eTravel coordinator or the employee designated to enter your expense claim into the eTravel system using the Web alias site.

B-4.3.2.1 PS Form 1012-E, eTravel Expense Report – Overnight Travel
(Page 1 of 4)



eTravel Expense Report — Overnight Travel

A. Report Header (Submit this report with hotel receipt(s) and all other receipts over \$50 that were not charged to your travel card)

1. Traveler's Name (First, MI, Last)

2. Employee ID (SSN)

3. Employee's Office

4. Reason for Trip

5. Charge to Finance No.

6. Trip Start Date

7. Trip End Date

8. Trip Interruption

B. GTA

GTA Ticket No. (17 Characters)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

C. Nature of Expense

(Check one)

<input type="checkbox"/> General Meetings	<input type="checkbox"/> Speaking Engagement	<input type="checkbox"/> Other Expense
<input type="checkbox"/> Detail	<input type="checkbox"/> Project Team	<input type="checkbox"/> Training Course

D. Expenses

1. Per Diem

Start/Return Dates (MM/DD/YYYY)	Destination/Temporary Duty Station State/City/County	No. of Days	Check Box with Total Trip Length			Number of Meals Provided		
			12-24 Hrs. w/o Hotel	12-24 Hrs. with Hotel	24 Hrs. or Longer	Breakfasts	Lunches	Dinners

2. Hotel

Name of Hotel	City	Check-in Date	Check-out Date	No. of Nights This Hotel	\$ Total of Hotel Bill	Paid by Travel Card?	Circle on the hotel bill any expenses that are personal non-reimbursable expenses (examples: room service, in-room movies, laundry services).
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	

3. Personal Car

Depart Date (MM/DD/YYYY)	Trip Originated at	Destination City	Purpose of Trip/Comments	Round Trip Miles

4. Telephone Calls

Date (MM/DD/YYYY)	Cost	Type of Call (B)usiness or 5-Min. (P)ersonal	Is Call Listed on Hotel Bill?	Date (MM/DD/YYYY)	Cost	Type of Call (B)usiness or 5-Min. (P)ersonal	Is Call Listed on Hotel Bill?
		<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No

PS Form 1012-E, January 2003 (Page 1 of 4)

**B-4.3.2.3 PS Form 1012-E, eTravel Expense Report – Overnight Travel
(Page 3 of 4)**

Instructions for Completing PS Form 1012-E

A. Report Header

1. Traveler's Name: Print First Name, Middle Initial, and Last Name (to be used in naming convention for expense report).
2. Employee ID: Enter the traveler's Social Security Number.
3. Employee's Office: Enter the Traveler's Duty Station.
4. Reason for Trip: Briefly describe the reason(s) you traveled, e.g., POS One training, OIC assignment, MPOO meeting.
5. Charge to Finance No.: Enter the finance number to be charged.
6. Trip Start Date: Date the trip started (MM/DD/YYYY).
7. Trip End Date: Date you returned from the trip (MM/DD/YYYY).
8. Trip Interruption: If an interruption in per diem days occurred for the convenience of the traveler, enter the date(s) to be omitted from the per diem calculation. Note: Only used for multi-leg or split trip.

B. GTA

The GTA Ticket Number (17 characters) will be used when transportation is charged to the corporate travel card, rather than the individual traveler's card.

C. Nature of Expense

Check one of the boxes listed. Note: Form 1012-E may be used for more than travel payments. You can also use eTravel for other approved reimbursements, such as training registration fees.

D. Expenses

1. Per Diem

- a. Start/Return Dates: Enter the start date of the trip and the return date (MM/DD/YYYY-MM/DD/YYYY).
- b. Destination/Temporary Duty Station State/City/County: Used to determine per diem rate at each location.
- c. No. of Days: Enter the total number of days at same per diem location.
- d. Check Box with Trip Length (Note: Trip length refers to the total time traveled, not the time spent at a specific per diem location):
 - (1) 12-14 Hrs. w/o Hotel: Traveler is paid 75% of one day's per diem, minus meals provided.
 - (2) 12-24 Hrs. with Hotel: Traveler is paid 75% of two day's per diem, minus meals provided.
 - (3) 24 Hrs. or Longer: For trips longer than 24 hours, Traveler is paid 75% of the daily per diem rate on the first and last days of travel, and 100% of the daily per diem rate is paid for all other days of the trip, minus meals provided.
- e. Number of Meals Provided: Enter the number of breakfasts, lunches, and dinners provided at Postal Service expense at each per diem location.

2. Hotel

- a. Name of Hotel: Enter the name of the hotel.
- b. City: Location of hotel.
- c. Check-in Date: Enter the date you checked into the hotel. (The hotel bill should show the check-in and check-out dates.)

- d. Check-out Date: Enter the date you checked out of the hotel.
- e. No. of Nights This Hotel: Indicate the number of nights you spent in the hotel.
- f. \$ Total of Hotel Bill: Enter the total of your hotel bill, including all non-reimbursable expenses. Circle any non-reimbursable expenses on the hotel bill. Note: The employee who enters the expense report will separate the tax from the room rate in eTravel's hotel itemization function.
- g. Paid by Travel Card? Indicate whether or not you paid for the hotel expense with your government travel card by checking "Yes" or "No".

Note: USPS policy requires that travelers use the government travel card for all transportation, lodging, and travel advances. For stays at Norman, Oklahoma or Potomac, Maryland, hotel charges should not be entered into eTravel unless the cost is being charged to the government travel card. Generally, these charges are directly billed to the employee's home office.

3. Personal Car

- a. Depart Date: Enter the first date your personal vehicle was used for official business travel.
- b. Trip Originated at: Enter the location where the trip in your personal vehicle originated, e.g., residence or name of office.
- c. Destination City: Enter the location where the trip in your personal vehicle ended.
- d. Purpose of the Trip/Comments: Enter the reason for travel in your personal vehicle. Also include information to notify the approving manager of any special circumstances involved in driving your personal vehicle.
- e. Round Trip Miles: Enter the total miles driven in your personal vehicle on this date.

4. Telephone Calls

- a. Date: Enter the date of the call.
- b. Cost: Enter the cost of the call. (Personal phone call reimbursement is limited to 5 minutes per 24-hour period.)
- c. Type of Call: Identify the telephone call by checking "B" for Business or "P" for Personal Call.
- d. Is Call Listed on Hotel Bill? Indicate by checking "Yes" or "No" whether or not the call appears on the hotel bill.

Note: When possible, the traveler must use the least expensive means of placing the phone call. Whenever feasible, business and reimbursable phone calls made by the traveler are charged to the traveler's Postal-issued phone card, rather than claimed on an expense report. Hotel surcharges for the use of the Postal-issued phone card are reimbursable expenses.

5. Airfare/Train

- a. Depart Date: Enter the date you departed by airplane or train.
- b. Airline or Train Name: Enter the company name of the airline or train.
- c. Origin: Enter the city name where your flight/train trip began.

B-4.3.2.4 **PS Form 1012-E, eTravel Expense Report – Overnight Travel**
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- d. Destination: Enter the city name of the final destination of your flight/train trip. Note: "One-way" if not round trip.
- e. Cost: Enter the cost of your airfare or train ticket.
- f. Paid by Travel Card or "Master Billed" GTA Ticket? Indicate if your government travel card was used to pay for the ticket by checking "Yes" or "No". If airfare or train expense was master-billed using government travel authority (GTA), check either "Yes" or "No". If GTA, receipt or boarding pass is required. Enter GTA ticket number in Section B above.

Note: The traveler must include an explanation if they do not use the Government Travel Card to pay for the airfare or train.

6. Taxi/Limo

- a. Date: Enter the date of your taxi/limo ride.
- b. City: Enter the city where you rode the taxi/limo.
- c. Origin: Enter the location where you were picked up, e.g., hotel, airport, residence, etc.
- d. Destination: Enter the location where you were dropped off.
- e. Cost: Enter the cost of the ride (may include a tip up to 15%).
- f. Paid by Travel Card? Indicate if you paid for the taxi/limo with your government travel card by checking either "Yes" or "No".
- g. Comments: List any comments about your taxi/limo expense, if necessary, such as sharing with other USPS employees, etc.

7. Car Rental

- a. Date: Enter the date car rental began.
- b. Rental Agency: Enter the car rental agency name.
- c. City: Enter the city where the car was rented.
- d. Cost: Enter the cost of the car rental.
- e. Paid by Travel Card? Indicate if you paid for the taxi/limo with your government travel card by checking either "Yes" or "No".
- f. Comments: List any comments about your car rental, when appropriate, such as sharing with other USPS employees, etc. Provide an explanation if your Government Travel Card was not used to pay for the car rental.

8. Other Reimbursable Expenses (Tolls, Gas, ATM Fees, Parking Fees, Public Transit)

- a. Date: Enter the date the other expense occurred.
- b. City: Enter the city where the expense occurred.
- c. Expense/Purpose: Describe the expense you incurred. Some examples of expenses that should be entered here include tolls, cash advance fees (fees only, not the amount of the cash advance), gas, or parking.
- d. Cost: Enter the cost of the expense.
- e. Paid by Travel Card? Indicate if you paid for the other expense with your government travel card by checking either "Yes" or "No".
- f. Comments: Enter any comments about the expense.

9. Training Course (GL Account 52363) — Tuition Only

- a. Date: Enter start date of the course.
- b. Place: Enter type of institution where training course was taken, e.g., Facility, University, Other).
- c. Course Description: Enter the type of course taken.
- d. Cost: Enter tuition paid.

- e. Paid by Travel Card? Indicate if you paid for the training expense with your government travel card by checking either "Yes" or "No".
- f. Comments: Enter any comments about the expense.

Note: The employee who enters the expense report must change the general ledger account in the GL Account field of eTravel to training expenses.

Traveler's Signature: The traveler's signature certifies factual presentation of all expense entries and compliance with USPS expense policy.

Phone No.: A phone number where the traveler can be reached if there are questions about your travel expenses.

Date Report Submitted: Enter the date the traveler sent the eTravel Expense Report to the employee for entry into eTravel.

Approving Manager's Name: Enter the name of the manager to whom the travel report should be submitted. Note: This field must contain a manager's name, not a supervisor's name. Managers who can approve a travel report are defined in Handbook F-15, *Travel and Relocation*, Appendix C.

Office Use Only

To be completed by the employee who enters the expense report data into the eTravel system on behalf of the traveler. Once the data is entered into the eTravel system, the original form and backup are maintained in the office of the web alias. A copy of the eTravel Detail Report is sent to the traveler. Any questions from the approving manager will be addressed to the traveler.

Additional Comments

Any questions concerning completion of this form or about travel, should be addressed through the district eTravel coordinator or the employee designated to enter PS Form 1012-E into eTravel through Web Alias.

After completing this form, forward the form and all receipts for expenses \$50 and over that were **not** charged to your government travel card to the employee designated to enter your PS Form 1012-E into eTravel. Retain copies of any receipts submitted with your expense report. The web alias will print eTravel Detail Report and send it to the traveler.

Resubmit

If the approving manager has any questions regarding the expense report, he or she will contact the traveler directly and resubmit the report to the web alias if necessary. The traveler is responsible for notifying the web alias in writing of any necessary corrections, and authorizing the person entering the expense report to edit the report in the eTravel system. The expense report will then be resubmitted to the approving manager.

B-4.3.2.5 **PS Form 1164-E, eTravel Expense Report – Local Travel**
(Page 1 of 2)

		eTravel Expense Report – Local Travel				
A. Report Header (Submit this report with receipts for items over \$50 that were not charged to your travel card)						
1. Traveler's Name (First, MI, Last)				2. Employee ID (SSN)		
3. Employee's Office		4. Reason for Trip		5. Charge to Finance No.		
B. Nature of Expense						
(Check one) <input type="checkbox"/> General Meetings <input type="checkbox"/> Speaking Engagement <input type="checkbox"/> Other Expense <input type="checkbox"/> Detail <input type="checkbox"/> Project Team <input type="checkbox"/> Training Course						
C. Expenses						
1. Personal Car						
Depart Date (MM/DD/YYYY)	Trip Originated at	Destination City	Purpose of Trip/Comments	Total Trip Miles	Local Commute Miles	Trip Miles Charged (Total minus Commute)
2. Taxi/Limo				Paid by Travel Card?	Comments	
Date	City	Origin	Destination	Cost	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Other Reimbursable Expenses (Tolls, Gas, ATM Fees, Parking Fees, Public Transit)				Paid by Travel Card?	Comments	
Date	City	Expense/Purpose	Cost	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
4. Training Course (GL Account 52363)				Paid by Travel Card?	Comments	
Date	Place	Course Description	Cost	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
PRIVACY ACT NOTICE: The collection of this information is authorized by 39 U.S.C. 401, 1001, and 2008. This information will be used to account for your official duty travel expenses. As a routine use, the information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRA; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; or by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1614; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary, however, if this information is not provided, you may not be reimbursed for your travel expenses.						
I certify these expenses are valid; I understand any falsification may result in forfeiture of this claim (28 U. S. C. 2514) and criminal prosecution.						
Traveler's Signature		Traveler's Phone No. (Enter area code)	Date Report Submitted	Approving Manager's Name		
		()				
I certify the mileage above was used for official postal business as described and is accurate. No postal vehicles were available						
Supervisor's Signature		Supervisor's Printed Name	Supervisor's Phone No. (Enter area code)	Date Certified		
			()			
OFFICE USE ONLY						
Input by	Date Input	Date Updated	Date Receipt Report Sent to Back Office	Date Submitted to Approving Mgr.	Date Detail Report Sent to Traveler	
PS Form 1164-E, January 2004 (Page 1 of 2)						

B-4.3.2.6 **PS Form 1164-E, eTravel Expense Report – Local Travel**
(Page 2 of 2)

Instructions for Completing PS Form 1164-E

A. Report Header

1. Traveler's Name: Print First Name, Middle Initial, and Last Name (to be used in naming convention for expense report).
2. Employee ID: Enter the traveler's Social Security Number.
3. Employee's Office: Enter the name of the Duty Station.
4. Reason for Trip: Briefly describe the reason(s) you traveled, e.g., POS One training, OIC assignment, MPOO meeting.
5. Charge to Finance No.: Enter the finance number to be charged.

B. Nature of Expense

Check one of the boxes listed. Note: Form 1164-E may be used for more than travel payments. You can also use eTravel for other approved reimbursements, such as training registration fees.

C. Expenses

1. Personal Car
 - a. Depart Date: Enter the first date of travel.
 - b. Trip Originated at: Enter the location where the trip in your personal car originated, e.g., residence or name of office.
 - c. Destination City: Enter the location where the trip in your personal car ended.
 - d. Purpose of the Trip/Comments: Enter the reason for travel and provide information for the approving manager of any special circumstances involved in driving your personal car.
 - e. Total Trip Miles: Enter the total miles driven to and from the destination.
 - f. Local Commute Miles: When the trip begins and ends at the traveler's residence, enter the round trip miles from the residence to the official duty station. When the trip begins and ends at the traveler's official duty station, enter zero.
 - g. Trip Miles Charged: Enter the total trip miles minus the local commute miles. This is your reimbursable miles.
2. Taxi/Limo
 - a. Date: Enter the date of your taxi/limo ride.
 - b. City: Enter the city where you rode the taxi/limo.
 - c. Origin: Enter the location where you were picked up, e.g., hotel, airport, residence, etc.
 - d. Destination: Enter the location where you were dropped off.
 - e. Cost: Enter the cost of the ride (may include a tip up to 15%).
 - f. Paid by Travel Card? Indicate if you paid for the taxi/limo with your government travel card by checking either "Yes" or "No".
 - g. Comments: List any comments about your taxi/limo expense, if necessary, such as sharing with other USPS employees, etc.
3. Other Reimbursable Expenses
 - a. Date: Enter the date the other expense occurred.
 - b. City: Enter the city where the expense occurred.
 - c. Expense/Purpose: Describe the expense you incurred. Some examples of expenses that should be entered here include tolls, cash advance fees (fees only, not the amount of the cash advance), gas, or parking.
 - d. Cost: Enter the cost of the expense.

- e. Paid by Travel Card? Indicate if you paid for the other expense with your government travel card by checking either "Yes" or "No".
- f. Comments: Enter any comments about the expense.

4. Training Course (GL Account 52363) — Tuition Only

- a. Date: Enter start date of the course.
- b. Place: Enter type of institution where training course was taken, e.g., Facility, University, Other).
- c. Course Description: Enter the type of course taken.
- d. Cost: Enter tuition paid.
- e. Paid by Travel Card? Indicate if you paid for the training expense with your government travel card by checking either "Yes" or "No".
- f. Comments: Enter any comments about the expense.

Note: The person entering the expense report must change the general ledger account in the GL Account field of eTravel to training expenses.

Traveler's Signature: The traveler's signature certifies factual presentation of all expense entries and compliance with USPS expense policy.

Phone No.: A phone number where the traveler can be reached if there are questions about your travel expenses.

Date Report Submitted: Enter the date the traveler sent the eTravel Expense Report to the employee for entry into eTravel.

Approving Manager's Name: Enter the name of the manager to whom the travel report should be submitted. Note: This field must contain a manager's name, not a supervisor's name. Managers who can approve a travel report are defined in Handbook F-15, *Travel and Relocation*, Appendix C.

Supervisor's Signature: Supervisor is station manager or office postmaster. The supervisor's signature certifies that local travel was for official Postal Service™ business and no Postal Service vehicles were available. In signature block include signature with printed name, phone number, and date certified.

Office Use Only

To be completed by the employee who enters the expense report data into the eTravel system on behalf of the traveler. Once the data is entered into the eTravel system, original form and backup are maintained in the office of the web alias. A copy of the eTravel Detailed Report is sent to the traveler. Any questions from the approving manager will be addressed to the traveler.

Additional Comments

Any questions concerning completion of this form or about travel, should be addressed through the district eTravel coordinator or the employee designated to enter PS Form 1164-E into eTravel through Web Alias.

After completing this form, forward the form and all receipts for expenses \$50 and over that were **not** charged to your government travel card to the employee designated to enter your PS Form 1164-E into eTravel. Retain copies of any receipts submitted with your expense report. The web alias will print eTravel Detail Report and send it to the traveler.

Resubmit

If the approving manager has any questions regarding the expense report, he or she will contact the traveler directly and resubmit the report to the web alias if necessary. The traveler is responsible for notifying the web alias in writing of any necessary corrections, and authorizing the person entering the expense report to edit the report in the eTravel system. The expense report will then be resubmitted to the approving manager.

B-5 PS Form 1164, Claim for Reimbursement for Expenditures on Official Business

B-5.1 **What You Need To Know**

Bargaining employees not enrolled in eTravel must use this form to be reimbursed for *local* travel. You are reimbursed from local Post Office funds.

Bargaining unit employees and nonbargaining unit employees enrolled in eTravel must use eTravel to be reimbursed for local travel expenses.

Reminder: Type all information or print in ink. Be sure to initial any erasures or changes to totals.

B-5.2 **Filling Out the Form**

Use the sample form and the table following it for the required information.

If you need to use more than one PS Form 1164, *Claim for Reimbursement for Expenditures on Official Business*, to cover travel within an accounting month, complete them in chronological order.

This Blank...	Is For This Information...
a. Department, Division or Office	The unit of the Postal Service to which you belong.
b. Office Telephone Number	The telephone number of the unit of the Postal Service to which you belong.
c. Payee Name	Your full name: first name, middle initial, and last name
d. Social Security No.	Your Social Security number.
e. Name and Address of Official Duty Station	The complete mailing address of the station to which you are permanently assigned.
Expenditures	List chronologically each expense for which you want to be reimbursed and the details associated with it.
f. Date	The date on which you incurred the expense on this row.
g. From	Your point of departure and return. Itemize "Other" expenses (see line n) related to this trip on the rows that follow.
h. To	Your destination.
i. Mileage Rate	The mileage rate applicable for using your POV. See Appendix A for this rate.
j. No. of Miles	The number of official business miles that you drove or flew in your POV.
Amount Claimed	
k. Mileage	The dollar amount you are claiming for any official business miles that you drove or flew. To calculate this amount, multiply the number you wrote on "No. of Miles" (line j) by the number you wrote on "Mileage Rate" (line i).
l. Fare or Toll	Expenses associated with your POV — such as ferry fees; bridge, road, and tunnel tolls; and airplane parking, landing, and tiedown fees — or associated with public transportation, such as subway fares.
m. Tips and Miscellaneous	The dollar amount you are claiming for any tips or miscellaneous expenses, including any registration fees that you paid to go to a meeting. See sections 8-1.4 , Tips, and 8-1.10 , Miscellaneous Expenses, for allowable expenses.
n. Other	The dollar amount you are claiming for any other allowable expenses related to official travel and not provided for elsewhere on this form. Be sure to explain these expenses on the lines "From" and "To" (lines g and h).
o. Amount Claimed	The total amount of the expenses for which you are to be reimbursed. Before filling this in, go to "Totals" (line p).
p. Totals	The total for each column under the heading "Amount Claimed" (lines k–n). The sum of these totals goes on the <i>line</i> "Amount Claimed" (line o).
q. Approving Official Sign Here	The signature of your approving official. The approving official will sign after he or she reviews this voucher.

This Blank...	Is For This Information...
r. Date	The date that the approving official signs this voucher. The approving official will fill in this blank.
s. Payment Desired	Method of reimbursement. Check one box to indicate whether you want to be reimbursed in cash or by check.
t. Claimant Sign Here	Your signature. The name here must match the "Payee's Name" at the top of the expense report.
u. Date	The date that you are submitting this voucher – usually today's date.
Cash Payment Receipt	To be completed only when you are reimbursed in cash.
v. Payee	Your signature. Sign only after you have received payment in cash.
w. Date Received	The date that you received payment in cash.
x. Amount	The amount of cash you received.
y. Payment Made by Check No.	If you were paid by check, the number of the check issued to you. Leave this line blank; the person issuing the check will fill it in.
z. Date	The date that the check was issued. Leave this line blank; the person issuing the check will fill it in.
aa. Reason for Travel	Explanation for the local travel covered on this voucher.
ab. Finance Number	The finance number of the office charged for the expense reported on this voucher.
ac. Account Number	The account number representing the types of expense reported on this voucher. See B-1.2 for the list of possible account numbers.

B-5.3 Making Sure It's Right

Any error, no matter how minor, can slow the processing of your expense report. Before you submit your completed expense report, check the following:

- a. Your Social Security number is correct.
- b. The dates of travel are correct.
- c. The finance number and account number are correct.
- d. The tip for each taxi or limousine fare is listed separately.
- e. If you used a POV instead of a common carrier, you have included a cost comparison.
- f. You have initialed any erasures or changes that you made to totals.
- g. You have signed the form.
- h. You have attached all supporting documentation.
See [8-2](#), Documenting Your Expenses, for information about the supporting documentation for regular travel.
- i. The receipts that you have attached are originals not photocopies.

B-5.4 Submitting the Completed Form

Be sure to photocopy the completed form and all supporting documents for your files.

B-5.4.1 For Approval

Submit the original form to the official who authorized the assignment or trip for his or her approval.

B-5.4.2 For Reimbursement

After the approved form is returned to you, submit it for reimbursement. If you are on eTravel, you must use that system to file for reimbursement.

B-5.4.3 How To Be Reimbursed From Post Office Funds

To be reimbursed from local Post Office funds, submit your approved PS Form 1164 to your supporting retail unit. If sufficient cash is available, you will be reimbursed in cash. If sufficient cash is not available, the Post Office will issue a postal money order. You may not be reimbursed from Post Office funds if you are enrolled in eTravel.

B-6 PS Form 1010, eTravel Participant Enrollment Form

B-6.1 **What You Need To Know**

Use this form:

- a. To set up employee's eTravel account.
- b. If you are a nonbargaining unit employee you must be reimbursed by electronic transfer of funds to your bank. Supply the electronic fund transfer bank routing and account information.
- c. Submit PS Form 1010.

B-6.2 **Filling Out the Form**

Follow the instructions on the back of PS Form 1010.

B-6.2.1 **PS Form 1010, eTravel Participant Enrollment Form**
(Page 1 of 2)

		eTravel Participant Enrollment Request <i>(Please print legibly)</i>	
Employee Name (Last, first, MI)		Employee ID (8 digits)	User I.D. (6-digit alphanumeric)
Employee Work Location	E-mail Address	Finance Number	Work Telephone No. (Include area code)
Role of Employee (Check all that apply) <input type="checkbox"/> Traveler <input type="checkbox"/> Approver		Employee Type (Check one) <input type="checkbox"/> PCES/EAS <input type="checkbox"/> Craft <input type="checkbox"/> Officer <input type="checkbox"/> OIG	
Work Location Mailing Address	Address (No., street, ste. no.)		
	City	State	ZIP + 4 ®
Authorized Approving Manager's Name (Please print)		Finance Number	Work Telephone No. (Include area code)
Electronic Funds Transfer (EFT) Enrollment Information			
EFT payment is required for all EAS and PCES employees who will receive reimbursement through eTravel. EFT payment is preferred for all bargaining unit employees. Employees may enter EFT information through PostalEASE online, or by completing the EFT information below.			
Should we use the same account as your payroll net-to-bank for eTravel reimbursements? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Complete this section if: (1) The answer to the question above is "No," or (2) If you wish to change your current EFT information for eTravel.			
Check to indicate if EFT is for a new enrollment or to change a current travel EFT account. <input type="checkbox"/> New <input type="checkbox"/> Change			
Financial Institution Name			Telephone No. (Include area code)
Financial Institution Address			
9-Digit Financial Routing Transit No.	Depositor Account No.	Account Type	
		<input type="checkbox"/> Checking (CODE 22) <input type="checkbox"/> Savings (CODE 32)	
NOTE: If you have more than one account in the same financial institution, you may need to contact the institution to ensure that your travel reimbursement funds are deposited to the correct account.			
Privacy Act Statement: Your information will be used to provide access to eTravel for submission of reimbursement claims for miscellaneous expenses. Collection is authorized by 39 USC 401, 404, 410, 1001, 1005, 1206, and 2008.			
Providing the information is voluntary, but if not provided, you will not be authorized for official business travel. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; to the Merit Systems Protection Board or Office of Special Counsel; and to financial entities regarding financial transaction issues.			
In order to participate in the eTravel system, and for purposes of setting up my employee profile, I agree that:			
The eTravel coordinator may use information from this form to access USPS electronic information systems to confirm my finance number, Social Security number, government travel card account number, and EFT deposit information. I also understand that this information will be used to create an electronic "e1357" computer system responsibility agreement and logon identification number that will be provided for me to access the eTravel system. (Bargaining unit employees proxied by a Web alias may not receive the responsibility agreement and logon identification.) I agree that the use of my logon identification number and password to identify me as the submitter, and where appropriate, approver, of eTravel expense reports is acceptable to me.			
Employee Signature			Date (MM/DD/YYYY)
Please return completed form to your eTravel coordinator:		Name	Telephone No. (Include area code)
OFFICE USE ONLY	EFT Input (Initials)	eAccess Input (Initials)	Date (MM/DD/YYYY)

PS Form 1010, September 2005 (Page 1 of 2)

B-6.2.2 **PS Form 1010, eTravel Participant Enrollment Form**
(Page 2 of 2)

Instructions: Print all entries.

General

Employee Name	Enter the name (<i>last, first, MI</i>) of the employee for whom the eTravel account is being set up.
Employee ID	Enter the employee's 8-digit Employee Identification Number (EIN). The EIN is used in PostalEase Administrator to set up the supplier's Electronic Funds Transfer record in Accounts Payable.
User ID	Enter the employee's user ID. This is the 6-digit alpha-numeric number used in eAccess to set up an eTravel account.
Employee Work Location	Enter the employee's official duty station.
E-mail Address	Enter the employee's e-mail address (e.g., john.g.doe@usps.gov) or generic office e-mail (e.g., ~finance number).
Finance Number	Enter employee's finance number of official duty station.
Work Telephone Number (Include area code)	Enter the employee's telephone number at the official duty station.
Role of Employee (Check all that apply)	Check the role(s) that apply to the person for whom the eTravel account is being set up.
Employee Type (Check one)	Check employee's personnel type.
Work Location Mailing Address	Enter the address of the official duty station.
Authorizing Approving Manager's Name	Enter name of authorized approver of eTravel voucher.
Authorizing Approving Manager's Fin. No.	Enter finance number of approving manager.
Authorized Approving Manager's Tel. No.	Enter telephone number (include area code) of approving manager.

Electronic Funds Transfer (EFT) Enrollment Information

Should we use the same account as your payroll net-to-bank for eTravel reimbursements?	Check either "Yes" or "No." EFT payment is required for all EAS and PCES employees and preferred for all bargaining unit employees.
Check to indicate if EFT is for a new enrollment or to change an existing travel EFT account.	Check "New" if this is the first time you have entered an EFT account for travel in the accounts payable system for this employee. Check "Change" if the employee presently has a travel EFT account but wants to change.
Financial Institution Name	Enter the name of the bank where the account is located.
Telephone Number (Include area code)	Enter the telephone number of the financial institution.
Financial Institution Address	Enter the address of the financial institute.
9-Digit Financial Routing Transit Number	Enter the 9-digit bank routing number.
Depositor Account Number	Enter the account number where travel reimbursement is to be deposited.
Account Type	Check to indicate whether the account is a checking or savings account.
Employee Signature	Employee signs form attesting to qualification in preceding paragraph.
Date (MM/DD/YYYY)	Enter the month, date, and year that the form was signed.
Name	Enter the eTravel coordinator's name.
Telephone Number (Include area code)	Enter the telephone number of the eTravel coordinator.
Office Use Only	Used for office control.

PS Form 1010, September 2005 (Page 2 of 2)

B-7 PS Form 1018, eTravel Repayment for Overpayments or Cash Advances

Occasionally, incorrect entries are made in expense reports, which result in an overpayment to the traveler. The overpayment may be detected by the traveler, approver or during back office/administrator review. When this situation occurs, repayment must be made to the Postal Service. PS Form 1018 is available from Company Links on the eTravel website.

B-7.1 **What You Need To Know**


Use this form:

- a. To repay to the Postal Service the money received by employee due to overpayment of travel reimbursement.
- b. PS Form 1018 is mailed with check to the disbursing officer at the Eagan Accounting Service Center.

B-7.2 **Filling Out the Form**

Follow the instructions on the back of PS Form 1018.

B-7.2.1 **PS Form 1018, eTravel Repayment for Overpayment or Cash Advances (Page 1 of 2)**

		eTravel Repayment for Overpayments or Cash Advances		
Use this form to record repayment of overpayments or travel advances made by the U.S. Postal Service® to you through Accounts Payable. Complete all fields to ensure proper credit of the repayment.				
Traveler Information				
First Name	MI	Last Name	Social Security No.	
Personal Check Information				
Check Number	Check Date (MM/DD/YYYY)		Check Amount	
Expense Report Information				
Expense Report Name	Travel Dates (MM/DD/YY--MM/DD/YY)	Account No.	Finance No.	Amount
Cash Advance Information				
Expense Report Name	Travel Dates (MM/DD/YY--MM/DD/YY)	Account No.	Finance No.	Amount
		15130.000		
Note: This information can be obtained from the original expense report. Failure to complete the above information will result in the check being recorded in travel account 51401.000 and servicewide finance number 10-4390.				
Explanation of Overpayment				
Contact Information				
Contact Name (First, MI, last)		Telephone No. (Include area code)	Date (MM/DD/YYYY)	
Mail a copy of this form and check (payable to the U.S. Postal Service) to: <p style="margin-left: 40px;"> DISBURSING OFFICER ACCOUNTING SERVICE CENTER US POSTAL SERVICE PO BOX 21888 EAGAN MN 55121-0888 </p>				
Privacy Act Statement: Your information will be used to document collection of overpayments made in eTravel. Collection is authorized by 39 USC 401, 404, 1001, 1206, and 2008.				
Providing the information is voluntary, but if not provided, your records may not be properly updated to reflect repayment to the Postal Service™. We do not disclose your information to third parties without your consent except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: as required by law or in legal proceedings; to law enforcement; to entities or individuals under contract with USPS®; to entities authorized to perform audits; as required by the NLRA; to federal, state, local, or foreign government agencies regarding personnel matters; to the EEOC; and to the MSPB or Office of Special Counsel.				
PS Form 1018 , November 2004 (Page 1 of 2)				

B-7.2.2 **PS Form 1018, eTravel Repayment for Overpayment or Cash Advances (Page 2 of 2)**

Instructions

Complete the form as indicated below. All fields must be completed for proper credit.

1. **Traveler Information.** Enter the name and Social Security number of the traveler who received the overpayment.
2. **Personal Check Information.** Enter the check number, check date, and check amount for the check issued by the traveler to repay the Postal Service™.
3. **Expense Report Information.**
 - a. Enter the name of the expense report in which the overpayment occurred.
For example: JonesJL, Stl/Dca, 04/01-04/04/02.
 - b. Enter the dates of travel.
 - c. Enter the account number used for expense that was overpaid. Bargaining employees repaying cash advances obtained by using PS Form 1011, *Travel Advance Request and Itinerary Schedule*, use account 15130.000. See chart below:

Account No.	Description
51401.000	Domestic Travel
51404.000	International Travel
52363.183	Training Expenses
56316.183	Board of Governors
56409.183	Investigations (OIG and IS)
56603.183	Postal Forum
56605.183	Supplies
15130.000	Cash Advance

4. **Explanation of Overpayment.** Enter a detailed explanation of how the overpayment occurred. This information is needed to update eTravel to reflect collection of the overpayment.
5. **Contact Information.** Enter the name and telephone number of the person who should be contacted in case additional information is required.
6. **Mailing Instructions.** The repayment check should be made payable to the "U.S. Postal Service." Annotate "eTravel repayment" or "cash advance repayment" in the memo section of the check.

Mail completed form and check to the following address:

**DISBURSING OFFICER
ACCOUNTING SERVICE CENTER
US POSTAL SERVICE
PO BOX 21888
EAGAN MN 55121-0888**

B-7.3 **When Your Reimbursement Exceeds That to Which You Are Entitled**

Occasionally, errors are made when you complete your travel expense report that results in an excess reimbursement to you. These excess reimbursements are considered to be employee debts. If you discover the error, you should complete PS Form 1018 and follow the instructions in section [B-7.4](#). If the error is discovered by Back Office Processing or by an approving manager in the field, recovery of the excess reimbursement will be made in accordance with the provisions found in the *Employee and Labor Relations Manual* (ELM) Subchapters 450 and 460.

B-7.4 **Processing a Repayment**

The Disbursing Office performs the following tasks:

1. Deposits the check using the account and finance number indicated on the repayment form. If no account and finance number are indicated, the check is deposited to travel account 51401.183 and servicewide finance number 10-4390.
2. Indicates receipt of the check on the repayment form and forwards the form to the Accounting Section, Eagan ASC.

The Accounting Section, Eagan ASC, performs the following tasks:

1. Batches the forms.
2. Forwards the forms to the eTravel administrator at the St. Louis ASC at the following address:

GENERAL ACCOUNTING SECTION
ACCOUNTING SERVICE CENTER
PO BOX 80471
ST LOUIS MO 63180-9471

The eTravel Administrator at the St. Louis ASC performs the following tasks:

1. Updates eTravel to reflect collection of the overpayment by accessing the expense report in which the overpayment occurred and entering comments indicating collection of the overpayment. At a minimum, the comments should include the following:
 - a. Explanation of overpayment.
 - b. Amount of overpayment.
 - c. Date of repayment.
 - d. Name of person updating the expense report and date updated.
2. Annotates the form to indicate that eTravel was updated. The St. Louis ASC maintains PS Form 1018 for 3 years.
3. Provides guidance on the repayment process.

You may call the Accounting Help Desk at 866-9-SHARED or 866-974-2733 for all payment issues.

Approving Officials

C-1 Approval Authority

The Postmaster General and chief executive officer delegate authority to certain management staff positions to approve travel expense reports and travel advance requests, and to approve the requests of bargaining unit employees for non-relocation travel tickets purchased via the centrally billed account travel card. The management positions which have been delegated this authority, subject to higher level approval through eAccess, include:

- a. Headquarters and Headquarters Field Units:
 - Officers.
 - PCES executives.
 - Non-PCES managers who are direct reports to vice presidents or other PCES executives.
- b. Field:
 - Officers.
 - PCES executives.
 - Non-PCES managers who are direct reports to vice presidents or other PCES executives.
 - Plant managers.
 - Postmasters Level 18 and above.
 - EAS 17 and above employees who supervise other employees.

C-2 Delegated Authority

An approving official is authorized to delegate authority to someone acting in his or her place when he or she is absent or to someone else who is acting in a vacant approving official position. Further delegation is not authorized.

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