UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Loss Adjuster Management 2-NAP (Revision 1)	Amendment 16

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reason for Amendment

Subparagraph 217 D has been amended to clarify when lodging tax expenses are considered reimbursable.

Paragraph 219 has been withdrawn because long distance calling policy is no longer necessary.

Paragraph 220 has been amended to clarify miscellaneous expenses.

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217 Per Diem

A Definition of Per Diem

Per diem is a reimbursement for daily food and lodging expenses. The per diem allowance is reported separately from transportation and other miscellaneous travel expenses. LA's may be allowed per diem for assigned work away from the official duty station according to the rules in this paragraph.

B Definition of Maximum Per Diem Rates

Maximum per diem rates, published in the Federal Register by GSA:

- are the maximum reimbursements for daily food and lodging expenses within the continental U.S.
- consist of a fixed amount for the M&IE rate, plus a maximum allowable amount for lodging, including State and local taxes
- differ by locality; higher rates are allowed for higher cost geographic areas.

***--Note:** These are the same rules used for regular employees and may be found in either of the following:

- **http://intranet.fsa.usda.gov/travel/travel.htm**
- 118-FI.**--***

C Reimbursement Without Lodging

Use the following table to determine eligibility for per diem without lodging.

Note: **Per diem must be approved in advance, in writing,** by the FSA approving official. A FAX approval may be accepted, followed by receipt of the hard copy.

IF the temporary duty station for LA is...	THEN...
within a 50-mile radius of the official duty station, or the total time required to complete work assignments and travel to and from the temporary duty station is 12 hours or less	per diem shall **not** be approved.
outside a 50-mile radius of the official duty station, and the total time required to complete work assignments and travel to and from the temporary duty station is more than 12 hours	if LA returns to the official duty station within the same calendar day or secures lodging at the temporary duty station, LA will be entitled to M&IE reimbursement according to subparagraph D.

217 Per Diem (Continued)

D Reimbursement With Lodging

Per diem reimbursement when lodging is claimed is determined by the following:

- the maximum per diem rate applicable to a calendar day (12:01 a.m. to 12 midnight) is determined by LA's location at midnight on that day
- when LA is at a temporary duty station for an entire day, the entire M&IE rate will be used as the reimbursement for that day
- partial day M&IE reimbursement is determined to be 3/4 of applicable M&IE
- total per diem reimbursement for a day is the M&IE reimbursement plus actual lodging cost, including State and local taxes, not to exceed the maximum per diem rate.

--Note:** In States where federal travelers are not exempt from paying lodging taxes, the expense may be included as a miscellaneous expense.**--

E Times of Arrival and Departure

Information from FSA-449A and FSA-449B is used to determine LA pay. LA must record on FSA-449B itinerary section, the dates, hours, and places that each workday began and ended.

- The workday begins at the actual time of departure from the place of lodging, either the official or temporary duty station. The workday ends at the actual time of return to the place of lodging.

  Note: Travel time is included in the workday length.

- The times recorded should be the time zone in effect at the duty station.
- Place is the authorized official or temporary duty station.

217 Per Diem (Continued)

E Times of Arrival and Departure (Continued)

- Start and stop time must be **actual** times.

***--Example:**

Start	**Amount of Time per Activity**	**Time of Day**	**Round To**
Leave official duty station at 8 a.m.		8 a.m.	
Drive time to farm	50 minutes	8:50 a.m.	
1st inspection	45 minutes	9:35 a.m.	
2nd inspection	1 hour, 20 minutes	10:55 a.m.	1 hour, 15 minutes
3rd inspection	30 minutes	11:25 a.m.	
4th inspection	10 minutes	11:35 a.m.	15 minutes
Return to official duty station	50 minutes	12:25 p.m.	
Total hours	4 hours, 25 minutes		
Round total hours for the day to the nearest 15-minute increment	4 hours, 30 minutes		

Note: Some inspection hours may need to be rounded to a 15-minute increment to comply with the Loss Adjuster Management web-based voucher system. However, compensation for a day of work cannot exceed the amount of hours between the start and end of the day (4 hours, 30 minutes from this example).**--***

F Partial Day M&IE Reimbursement

Federal Travel Regulation Amend. 54 allows a flat 3/4 of the applicable M&IE rate.

Example: M&IE rate is $30. LA leaves official duty station at 5:50 a.m. and arrives at temporary duty station at 6:30 p.m.

$22.50 M&IE (flat 3/4 rate of $30)

On day of return, LA departs temporary duty station and arrives at official duty station at 11:30 a.m.

$22.50 M&IE (flat 3/4 rate of $30)

G 12-Hour Allowance

Federal Travel Regulation Amend. 54 established that 3/4 of the applicable M&IE rate would be the appropriate per diem allowance payment for travel of **more than 12 hours,** but not exceeding 24 hours, when no lodging is required and the temporary duty station is located more than 50 miles from the official duty station.

Reviewers shall ensure the per diem rate is entered correctly before key entry of FSA-449B.

218 Interrupted Travel

A Definition of Interrupted Travel

Interrupted travel is when LA engages in other activities during an FSA-assigned workday, such as work for a private company or other personal activities.

B Adjusted Reimbursements

The travel expenses allowed shall not exceed what would have been incurred on uninterrupted travel. Mileage claimed shall not be greater than mileage to the duty station by a usually traveled route. Time spent on other activities must be subtracted from the workday before per diem is calculated.

C Documentation of Nonassigned Activity

Record the following on FSA-449A, remarks section, or on an attachment:

- a description of the nonassigned activity

  Note: If the interruption was work performed for a private company, include the name of the company.

- dates

- time interruption began to the time interruption ended.

219 (Withdrawn--Amend. 16)

220 Miscellaneous Expenses

A Limits

--Miscellaneous expenses are limited to lodging tax according to subparagraph 217 D and consumable, incidental, and low value office supplies directly and solely necessary to perform administrative tasks associated with performing loss adjustment duties.-- Whenever possible, obtain small items, such as pens, paper clips, photocopies, etc., from the County Office. Receipts for all expenses **must** be provided with FSA-449A's.

Specifically for LA's who receive and return assignments through e-mail, a printing allowance of $0.20 per sheet, with a maximum of $20 per assignment, is permitted as a miscellaneous expense. Enter the expense amount on FSA-449B, miscellaneous row.

*--B Ineligible Expenses and Guidelines

The following types of items are **not** considered FSA miscellaneous expenses and will **not** be accepted for reimbursement. These items are generally considered part of the LA's professional responsibility, personal equipment, or standard tools of the trade.

If an item is a specialized tool of the trade, personal protective equipment (PPE), a communications or computing device, or an item with a significant useful life (i.e., not consumed during a single assignment), it is typically considered the LA's personal responsibility. Some examples of ineligible expenses include but are not limited to:

- tools and specialized field equipment, including but not limited to items such as:
  - scales
  - clippers
  - flags
  - measuring hoops
  - specialized bags (e.g., field bags, tool bags)
  - GPS devices
  - cameras
  - moisture meters
  - other similar equipment used for fieldwork or specific technical tasks
- PPE, including items such as:
  - gloves
  - boots
  - safety glasses
  - hard hats
  - specialized clothing--*

220 Miscellaneous Expenses (Continued)

***--B Ineligible Expenses and Guidelines (Continued)**

- communication and computing devices, such as:

  - cell phones
  - tablets
  - personal computers
  - calculators
  - external storage devices
  - related accessories

- furniture and office equipment, such as:

  - desk chairs
  - lamps
  - filing cabinets
  - personal printers (beyond the paper allowance)
  - other non-consumable office furnishings

- personal convenience or comfort items such as items purchased for personal comfort, convenience, or that are not directly and solely for administrative loss adjustment duties.**--***

221-223 (Reserved)