

For: FSA and RMA Employees

FY 2020 Temporary Duty (TDY) Travel

Approved by: Chief, Policy, Accounting and Reporting Branch (PARB)

1 FY 2020 Fiscal Year Travel

A Background

Each year, the FPAC organization expends significant funds on Temporary Duty Travel (TDY) in support of our mission. These expenditures are subject to a variety of legislation and policy.

B Purpose

This notice provides a reminder of key requirements for TDY Travel costs.

Disposal Date	Distribution
March 1, 2020	State Offices; State Offices relay to County Offices

1 FY 2020 Fiscal Year Travel

C Applicability

The following laws and regulation govern TDY travel at USDA and FPAC.

- Federal Travel Regulations (FTR) (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr>)
- Public Law (PL) 105-264 – October 19, 1998 = Travel and Transportation Reform Act of 1998 (<https://uscode.house.gov/statutes/pl/105/264.pdf>)
- USDA Regulation DR 2300-005 – Agriculture Travel Regulation (ATR)
- USDA Regulation DR 2300-001 – Government Travel Card Regulation.

Section 2 of PL 105-264, Requiring Use of the Travel Charge Card of the Travel and Transportation Reform Act states:

“(a) In General – Under regulations issued by the Administrator of General Service after consultation with the Secretary of the Treasury, the Administrator shall require that all Federal employees use the travel charge card established pursuant to the United States Travel and Transportation Payment and Expense Control System, or any Federal contractor-issued travel card, for all payments of expenses of office Government Travel”

The act does provide some provisions for exemptions from this statement, but none of those apply to USDA.

D Costs Required to be Charged to your Government Travel Card

Per Section 7(b) of DR 2300-001, the travel card “will be employed whenever and wherever possible for airline and other common carrier transportation services, hotel/motel, restaurant, automobile rental, gasoline and other expenses incurred. Therefore, all costs for which the government reimburses the traveler for the actual costs incurred are to be charged to your Government Travel Card. These include, but are not limited to, lodging, airfare, and rental car charges.

E Costs That Are Not Required to be Charged to your Government Travel Card

Any travel cost that is reimbursed through meals and incidental expenses per diem, which are paid at a set per diem and not at actual cost, are not required to be charged to your Government Travel Card. For example, you are not required to use your travel card for meals.

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F Other Reminders

Other reminders for using the Government Travel Card are as follows.

- All travel (airfare, hotel, rental car) must be booked through the Department's Travel system, CONCUR. You are not authorized to use a third-party travel arranger (such as Expedia, Trivago, or Travelocity) to make any travel arrangements, including air or hotel reservations. All hotel reservations must be booked through CONCUR unless there is a group rate that requires direct contact with the hotel.
- Regarding ground transportation, using Lyft or Uber rather than a full-time rental car may prove economically advantageous to USDA. Rental car costs and the associated parking costs can be much more expensive than using shuttles and ride services.
- Airport parking reimbursement is limited to the cost of roundtrip transportation using transport such as taxis, Uber, and Lyft.