

Pt. 301-11

41 CFR Ch. 301 (7-1-03 Edition)

Subpart B—Lodgings-Plus Per Diem

- 301-11.100 What will I be paid for lodging under Lodgings-plus per diem?
- 301-11.101 What allowance will I be paid for M&IE?
- 301-11.102 What is the applicable M&IE rate?

Subpart C—Reduced Per Diem

- 301-11.200 Under what circumstances may my agency prescribe a reduced per diem rate lower than the prescribed maximum?

Subpart D—Actual Expense

- 301-11.300 When is actual expense reimbursement warranted?
- 301-11.301 Who in my agency can authorize/approve my request for actual expense?
- 301-11.302 When should I request authorization for reimbursement under actual expense?
- 301-11.303 What is the maximum amount that I may be reimbursed under actual expense?
- 301-11.304 What if my expenses are less than the authorized amount?
- 301-11.305 What if my actual expenses exceed the 300 percent ceiling?
- 301-11.306 What expenses am I required to itemize under actual expense?

Subpart E—Income Tax Reimbursement Allowance (ITRA), Tax Years 1993 and 1994

GENERAL

- 301-11.501 What is the Income Tax Reimbursement Allowance (ITRA)?
- 301-11.502 Who is eligible to receive the ITRA?
- 301-11.503 Are Federal Insurance Contribution Act (FICA) and Medicare deductions included in any reimbursement under this part?

EMPLOYEE RESPONSIBILITIES

- 301-11.521 Must I file a claim to be reimbursed for the additional income taxes incurred?
- 301-11.522 If I was assessed an income tax penalty and/or interest payment due to incorrect income tax withholdings, are those payments reimbursable?
- 301-11.523 What documentation must I submit to substantiate my claim?
- 301-11.524 What steps must my agency take to determine my ITRA?
- 301-11.525 Is the ITRA I receive taxable income?
- 301-11.526 May I receive a lump sum payment of the additional tax liability on the covered ITRA in lieu of submitting another claim?

- 301-11.527 If I elect a lump sum payment, how is the ITRA paid?
- 301-11.528 If I do not elect lump sum payment is there any additional reimbursement?

AGENCY RESPONSIBILITIES

- 301-11.531 What documentation must the employee submit to substantiate a claim?
- 301-11.532 How should we compute the employee's ITRA?
- 301-11.533 Are tax penalty and interest payments reimbursable?
- 301-11.534 What tax tables should we use to calculate the amount of allowable reimbursement?
- 301-11.535 How should we calculate the ITRA?
- 301-11.536 Is the ITRA reimbursement considered to be income to the employee?
- 301-11.537 Are income taxes to be withheld from the ITRA?
- 301-11.538 May we offer a lump sum payment to cover the income tax liability on the covered ITRA?
- 301-11.539 If the employee does not elect a lump sum payment, how is the tax on the ITRA calculated?
- 301-11.540 How do we handle any excess payment?

Subpart F—Income Tax Reimbursement Allowance (ITRA), Tax Years 1995 and Thereafter

GENERAL

- 301-11.601 What is the Income Tax Reimbursement Allowance (ITRA)?
- 301-11.602 Who is eligible to receive the ITRA?
- 301-11.603 Are Federal Insurance Contribution Act (FICA) and Medicare deductions included in any reimbursement under this part?

EMPLOYEE RESPONSIBILITIES

- 301-11.621 Must I file a claim to be reimbursed for the additional income taxes incurred?
- 301-11.622 If I was assessed an income tax penalty and/or interest payment due to incorrect income tax withholdings, are those payments reimbursable?
- 301-11.623 What documentation must I submit to substantiate my claim?
- 301-11.624 What steps must my agency take to determine my ITRA?
- 301-11.625 Is the ITRA I receive taxable income?
- 301-11.626 May I receive a lump sum payment of the additional tax liability on the covered ITRA in lieu of submitting another claim?
- 301-11.627 If I elect a lump sum payment, how is the ITRA paid?

Temporary Duty (TDY) Travel Allowances

§ 301-11.6

301-11.628 If I do not elect lump sum payment is there any additional reimbursement?

AGENCY RESPONSIBILITIES

- 301-11.631 What documentation must the employee submit to substantiate a claim?
- 301-11.632 How should we compute the employee's ITRA?
- 301-11.633 Are tax penalty and interest payments reimbursable?
- 301-11.634 What tax tables should we use to calculate the amount of allowable reimbursement?
- 301-11.635 How should we calculate the ITRA?
- 301-11.636 Is the ITRA reimbursement considered to be income to the employee?
- 301-11.637 Are income taxes to be withheld from the ITRA?
- 301-11.638 May we offer a lump sum payment to cover the income tax liability on the covered ITRA?
- 301-11.639 If the employee does not elect a lump sum payment, how is the tax on the ITRA reimbursement calculated?
- 301-11.640 How do we handle any excess payment?

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Subpart A—General Rules

§ 301-11.1 When am I eligible for an allowance (per diem or actual expense)?

When:

- (a) You perform official travel away from your official station, or other areas defined by your agency;
- (b) You incur per diem expenses while performing official travel; and
- (c) You are in a travel status for more than 12 hours.

§ 301-11.2 Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?

No.

§ 301-11.3 Must my agency pay an allowance (either a per diem allowance or actual expense)?

Yes, unless:

- (a) You perform travel to a training event under the Government Employees Training Act (5 U.S.C. 4101-4118), and you agree not to be paid per diem expenses; or
- (b) You perform pre-employment interview travel, and the interviewing agency does not authorize payment of per diem expenses.

§ 301-11.4 May I be reimbursed actual expense and per diem on the same trip?

Yes, you may be reimbursed both actual expense and per diem during a single trip, but only one method of reimbursement may be authorized for any given calendar day except as provided in § 301-11.305 or § 301-11.306. Your agency must determine when the transition between the reimbursement methods occurs.

§ 301-11.5 How will my per diem expenses be reimbursed?

Per diem expenses will be reimbursed by the:

- (a) Lodgings-plus per diem method;
- (b) Reduced per diem method;
- (c) Conference lodging allowance method (see §§ 301-74.7 and 301-74.22 of this chapter); or
- (d) Actual expense method.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000]

§ 301-11.6 Where do I find maximum per diem and actual expense rates?

Consult this table to find out where to access *per diem* rates for various types of Government travel:

For travel in	Rates set by	For <i>per diem</i> and actual expense see
(a) Continental United States (CONUS).	General Services Administration.	For <i>per diem</i> , see applicable FTR Per Diem Bulletins issued periodically by the Office of Governmentwide Policy, Office of Transportation and Personal Property, Travel Management Policy, and available on the Internet at http://www.gsa.gov/perdiem for actual expense, see 41 CFR 301-11.303 and 301-11.305.