

**§ 301-70.301**

**§ 301-70.301 What governing policies must we establish for payment of miscellaneous expenses?**

You must establish policies and procedures governing:

- (a) Who will determine when excess baggage is necessary for official travel;
- (b) When you will pay for communications services, including whether you will pay for a telephone call to the employee's home or place where the employee's dependent children are;
- (c) Who will determine if other miscellaneous expenses are appropriate for reimbursement in connection with official travel.

**Subpart E—Policies and Procedures Relating to Travel of an Employee with a Disability or Special Need**

**§ 301-70.400 How should we authorize and administer the payment of additional travel expenses for an employee with a disability or special need?**

You should authorize and administer the payment to reasonably accommodate employee(s) with disabilities in accordance with the Rehabilitation Act of 1973, as amended (29 U.S.C. 701-7961) and 5 U.S.C. 3102 and Part 301-13 of this chapter. An employee with a special need should be treated the same as an employee with a disability. You must determine that additional travel expenses are necessary to accommodate the employee's needs.

[FTR Amdt. 2006-03, 71 FR 24597, Apr. 26, 2006]

**§ 301-70.401 What governing policies and procedures must we establish regarding travel of an employee with a disability or special need?**

You must establish the policies and procedures governing:

- (a) Who will determine if an employee has a disability or special need which requires accommodation, including when documentation is necessary under §§ 301-10.123, 301-10.124, 301-10.162, and 301-10.183, and when a determination may be based on a clearly visible physical condition; and
- (b) Who will determine how to reasonably accommodate the employee and what expenses you will pay.

**41 CFR Ch. 301 (7-1-06 Edition)**

**Subpart F—Policies and Procedures for Emergency Travel of Employee Due to Illness or Injury**

**§ 301-70.500 What governing policies and procedures should we establish relating to emergency travel?**

Each agency must determine:

- (a) When you will authorize emergency travel under part 301-30;
- (b) Who will determine if the employee's situation warrants payment for emergency travel expenses;
- (c) When and by whom travel to an alternate location other than official station or point of interruption will be authorized; and
- (d) Who will determine when and if the definition of family may be extended and to whom.

**§ 301-70.501 Does per diem continue when an employee interrupts a travel assignment because of an incapacitating illness or injury?**

Yes, when an employee interrupts a travel assignment because of an incapacitating illness or injury and takes leave (annual or sick), per diem will be allowed, not to exceed the maximum rate for the location where the interruption occurs, for a reasonable period, normally not to exceed 14 calendar days (including fractional days) for any one period of absence. You may approve a longer period if justified.

[FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

**§ 301-70.502 Are there any limitations to the payment of these expenses?**

Yes, there are limitations to the payment of these expenses. Per diem is not payable, or if paid, must be collected from the employee when—

- (a) The employee is confined to a hospital or medical facility that is within the proximity of the official duty station or that is the same one the employee would have been admitted to if the illness or injury had occurred while at the official duty station; and/or
- (b) The Government provides or reimburses the employee for hospitalization under any Federal statute (including hospitalization in a Department of Veterans Affairs (VA) medical center or military hospital) other than 5 U.S.C.

## Temporary Duty (TDY) Travel Allowances

## § 301-70.508

8901-8913 (Federal Employees Health Benefits program).

[FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-70.503 What additional emergency expenses should we allow?**

When an employee discontinues a TDY assignment before its completion due to an incapacitating illness or injury, you may pay—

- (a) Transportation and per diem expenses for travel to an alternate location to receive medical treatment;
- (b) Transportation and per diem expenses to return to the official station; and
- (c) Transportation costs of a medically necessary attendant.

[FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-70.504 When the employee is able to travel, should we continue the use of the existing travel authorization?**

Not if the interrupted trip was authorized under a trip by trip authorization. If, when the employee's health has been restored, the agency decides that it is in the Government's interest to return the employee to the TDY location, such return is considered to be a new travel assignment at Government expense. An interrupted trip authorized under an open or limited open authorization may be continued without further authorization.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998. Re-designated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-70.505 May any travel costs be reimbursed if the employee travels to an alternate location for medical treatment?**

Yes. When an employee interrupts a TDY assignment because of an incapacitating illness or injury and takes leave of absence for travel to an alternate location to obtain medical services and returns to the TDY assignment, you may reimburse certain excess travel costs provided in this section. Specifically, you may reimburse the excess (if any) of actual costs of travel from the point of interruption to the alternate location and return to the TDY assignment, over the constructive costs of round-trip travel between the official station and the alter-

nate location. The nearest hospital or medical facility capable of treating the employee's illness or injury will not, however, be considered an alternate location.

NOTE TO § 301-70.505: An alternate location is a destination other than the employee's official station or the point of interruption.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998. Re-designated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-70.506 How do we define actual cost and constructive cost when an employee interrupts a travel assignment because of an incapacitating illness or injury?**

(a) Actual cost of travel will be the transportation expenses incurred and en route per diem for the travel as actually performed from the point of interruption to the alternate location and from the alternate location to the TDY assignment. No per diem is allowed for time spent at the alternate location if confined to a medical facility.

(b) Constructive cost is the sum of transportation expenses the employee would reasonably have incurred for round-trip travel between the official station and the alternate location plus per diem calculated for the appropriate en route travel time.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998. Re-designated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-70.507 May we authorize per diem if an employee discontinues a TDY assignment because of a personal emergency situation?**

Yes. Expenses of appropriate transportation and per diem while en route may be allowed, with the approval of an appropriate agency official, for return travel from the point of interruption to the official station.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998. Re-designated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-70.508 How do we handle reimbursement if the employee travels to an alternate location and returns to the TDY location because of a personal emergency situation?**

You may reimburse certain excess travel costs (transportation and en