

**Bureau of Safety and Environmental Enforcement
Interim Policy Document**

Effective Date: April 19, 2012

IPD No.: 2012-05

Series: Administrative

Title: Invitational Travel

Originating Office: Office of Administration, Finance Division

1. Purpose. This Interim Policy Document (IPD) establishes policies, responsibilities, and procedures for invitational travel within the Bureau of Safety and Environmental Enforcement (BSEE).

2. Authority.

A. 41 C.F.R. Part 301—Federal Travel Regulation (FTR)

B. 347 DM 1—Travel and Transportation of Employees (Department of the Interior)

3. Policy. Invitational travel is only for non-Federal or intermittent employees and can be authorized when it benefits BSEE.

4. Definitions.

A. Invitational travel is authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with temporary duty (TDY).

B. Reimbursable travel is travel performed by a Federal Government employee for another federal agency. The policy for reimbursable travel is in the IPD for Reimbursable Travel.

5. Responsibilities.

A. The Associate Director for Administration has overall authority for managing travel policy.

B. The Chief, Finance Division has the oversight responsibility for travel policy and operations.

C. Supervisors are responsible for implementing these policies and procedures governing invitational travel in their respective areas. In addition, they are responsible for ensuring that employees under their supervision and invitational travelers under their control adhere to these travel policies and procedures.

6. Procedures.

A. General.

(1) Travel policy comments or questions can be addressed to: Finance Division - Travel, 381 Elden Street, HE-2328, Herndon, VA 20170 or e-mail BSEE_Travel_Support@bsee.gov.

(2) Privacy. Government travel activity is not private and is subject to review.

(3) Travel Authorization/Voucher. Invitational travelers must always travel under a BSEE travel authorization. Invitational travel being paid for by BSEE for non-BSEE employees cannot be processed through the Bureau's electronic travel system (GovTrip). As a result, all invitational travel for non-BSEE employees must be authorized using a hardcopy of a Travel Authorization (TA) (Form DI-1020). All vouchers submitted for reimbursement must be completed using a hardcopy of a Travel Voucher (TV) (SF-1012).

(4) Documentation. The approved TA and required receipts for reimbursement must be attached to the TV.

B. Invitational Travel.

(1) Overview. In accordance with the FTR, invitational travel is the authorized travel of individuals that are either not employed or employed intermittently in Government service. The Bureau extends invitations to non-Government/intermittent employees to travel for several reasons, such as to speak at conferences, to attend committee meetings as subject matter experts, to act as consultants, or to interview for jobs.

(a) There are, however, four instances when a Federal Government employee would be deemed to be an invitational traveler. A BSEE employee would be considered an invitational traveler when:

(i) Invited to a non-Federally sponsored meeting or similar function and: (1) the travel relates to the employee's official duties, (2) the travel event is not required to carry out BSEE's statutory or regulatory functions, such as investigations, audits, site visits, or evaluations, (3) the acceptance does not result in an actual or apparent conflict of interest, and (4) the travel is being paid by a non-Federal source, e.g., state or local governmental agency or private company;

(ii) Attending a conference or training and (1) the expenses are being paid by a non-profit organization (non-Federal source) that is granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, (2) the amount contributed is reasonable and normal, and (3) the acceptance does not create an actual or apparent conflict of interest with the employee's official duties;

(iii) Performing travel entirely outside of the United States and the travel is being paid by a foreign government; and

(iv) Traveling at the invitation of another Federal agency (including another DOI Bureau/Office), but is traveling in a status other than his/her official capacity and is traveling in a non-work status, e.g., annual leave status. Examples of this are: (1) a BSEE employee's spouse is having a prestigious award bestowed upon them and the employee has taken annual leave and is accompanying them as a "spouse" and not as a BSEE employee or (2) a BSEE employee is invited to interview for a position with another Federal Government agency (including another DOI Bureau/Office) and prefers not to have his/her current supervisor aware of the interview, takes annual leave, and travels in a non-official capacity.

(2) BSEE Invites a non-Government/Intermittent Employee to Travel for the Bureau's Benefit

(a) Preparing the TA. When BSEE invites a non-Government/intermittent employee to travel for the Bureau's benefit and pays for the travel, it is invitational travel. The BSEE office hosting the traveler must prepare the TA. Travel allowances authorized for invitational travelers are the same as those normally authorized for employees in connection with TDY. All TAs prepared for invitational travelers should include the maximum daily per diem for the trip, the maximum lodging rate, and all authorizations that must be pre-approved, which are: rental car and excess baggage (if the traveler will be in a travel status in excess of one week or is carrying necessary/required equipment). Also, in order to maximize savings, the hosting office may purchase the invitational traveler's transportation using their program's Government corporate charge card. If one is not available, the BSEE corporate charge card maintained by the Finance Division (Finance) should be used and the travel arranger should contact Finance at (703) 787-1243 to make arrangements. The TA should be retained by the preparer and submitted after the travel has been completed, along with and as backup documentation to the TV.

(b) Cash Advance. Cash advances are rarely issued for invitational travel, and if requested, are authorized on a case-by-case basis. Contact Finance for guidance.

(c) Performing the Travel. Invitational travelers will perform travel in accordance with FTR, DOI, and BSEE travel policies, including but not limited to: per diem, transportation, and lodging limits and restrictions.

(d) Travel Reimbursement. Within 5 days after completing the travel, the traveler must submit a TV to the hosting office requesting reimbursement. The traveler must attach an FBMS vendor request form, a copy of the TA, a copy of the hotel receipt, and any additional receipts and documentation that would be required of a Government employee filing for TDY reimbursement. The Approving Official must sign the TV. The hosting office will process the manual TV in accordance with local standard operating procedures. Upon receipt, Finance will request an FBMS vendor number for the invitational traveler and process the TV for payment.

(3) A Non-Federal Source Invites a BSEE Employee to Travel

(a) Invitation. A BSEE employee can be invited to travel by a non-Federal source with the source paying for all or part of the expenses of the trip; or, the offer could entail a proposal to pay some or all of the travel expenses as a payment in kind. Payment in kind means that transportation, food, lodging, or other travel-related services are provided by the non-Federal source instead of a monetary payment to the Federal agency for these services. Payment in kind can also include a waiver of any fees that the non-Federal source normally collects from meeting attendees, e.g., registration fees. If a BSEE employee is invited to travel for a non-Federal source, the travel arranger must first determine what the offer entails. Secondly, the traveler must obtain an initial approval from his/her supervisor to pursue the offer.

(b) Estimate Expenses. Once the offer has been initially approved, a complete estimate of all expenses for the trip must be compiled.

(i) Non-Federal Source is Paying Cash for Total Expenses. In these circumstances, the estimate should include transportation costs (plus booking fee and baggage costs), the Meals and Incidental Expenses (M&IE) portion of the per diem amount, lodging, mileage to and from airport, airport parking, rental car/fuel or taxi (plus tip), parking at the temporary duty site, cash advance fees, and any other anticipated reimbursable expenses. The non-Federal source must be informed of the total estimate of the trip and agree upon the amount they are funding. In addition to the amount, an agreement must be made on the procedure that the Bureau must follow to collect any additional funds that might be due if the actual travel expenses exceed the estimate.

A TA must be prepared in GovTrip by the employee's official duty station office. The TA must specifically state the authority being used to accept non-Federal payments and that the travel complies with ethics requirements. The account data on the TA must include a Work Breakdown Structure (WBS), which is similar to a project number and is used in BSEE's accounting system to track reimbursable costs. If there are any questions regarding the required account data, email Finance at BSEE_Finance_Reimbursables@bsee.gov. The TA should reflect the total of the advance received by the non-Federal source.

The Report of Payments Accepted From Non-Federal Sources Under 31 U.S.C. §1353 (Form DI-2000) and the TA must be submitted through the traveler's supervisor to the Ethics Office for approval.

The non-Federal source must submit a check in the total amount of the estimated travel costs as an advance payment. A BSEE employee is not permitted to perform invitational travel unless the funds have been received and deposited **prior** to the onset of travel.

(ii) Non-Federal Source is Making Payment in Kind. The non-Federal source can pay for invitational travel totally as a payment in kind or as a combination of a payment in kind and cash. Because not all of the expenses will be paid directly to BSEE, a list of the payment in kind expenses that the non-Federal source is providing must be identified. Those expenses could include transportation costs, food, lodging, waiver of conference fees, etc. The expenses that the non-Federal source will not be covering must be identified. A TA must be prepared in GovTrip

by the employee's official duty station office. The TA must specifically state the authority being used to accept non-Federal payments and that the travel complies with ethics requirements. It must identify those items being provided for by the non-Federal source as payment in kind.

The Report of Payments Accepted From Non-Federal Sources Under 31 U.S.C. §1353 (Form DI-2000) and the TA must be submitted through the traveler's supervisor to the Ethics Office for approval.

If the non-Federal source is paying for the travel using a combination of payment in kind and cash, then a check in the amount of the estimated cash portion must be submitted as an advance payment. A BSEE employee is not permitted to perform invitational travel unless the funds have been received and deposited **prior** to the onset of travel.

(c) Perform Travel.

The traveler must follow FTR, DOI, and BSEE travel policy while performing the travel. In addition, the traveler must follow the instructions for the payments in kind being received.

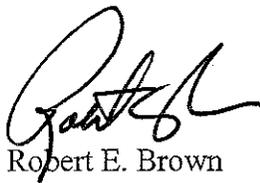
(d) Travel Reimbursement. Within 5 working days after completing the travel, the employee must prepare and submit a TV in GovTrip.

(i) Non-Federal Source is Paying Total Expenses. If the actual travel expenses exceed the advance payment received from the non-Federal source, then the traveler must follow the procedures agreed upon between the non-Federal source and the Bureau to collect the additional funds. If the advance payment of funds received was more than the actual travel expenses, the excess will be refunded.

(ii) Non-Federal Source is Making Payment in Kind. Travel expenses that were furnished in kind by the non-Federal source should not be claimed as reimbursable, but should be entered on the TV as non-reimbursable expenses. All allowable travel expenses that were incurred and were not paid in kind by the non-Federal source, however, must be claimed. The TV will be processed in accordance with standard operating procedures. If the travel costs exceed the amount collected from the Non-Federal source, Finance will notify the traveler's Approving Official for resolution.

If the non-Federal source used a combination of payment in kind and cash to pay for the travel and the cash portion exceeded the advance payment, then the traveler must follow the agreed upon procedure to collect the additional funds. If the advance payment of funds received was more than the actual travel expenses, the excess will be refunded.

7. Cancellation. This IPD shall remain in effect until incorporated into the BSEE Manual.



Robert E. Brown
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