

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

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Series: Administrative

Title: Reimbursable Travel

Originating Offices: Office of Administration, Finance Division

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

2. Authority.

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

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

3. Policy. Bureau employees performing travel for other Federal agencies must do so under reimbursable travel agreements and must always travel under a BSEE travel authorization. BSEE will use the Department of the Interior (DOI) Inter/Intra-Agency Travel Agreement as the reimbursable agreement for all reimbursable travel when BSEE is paying for the reimbursable travel costs.

4. Definitions.

A. DOI Inter/Intra-Agency Travel Agreement (ITA) is the DOI reimbursable agreement form designed specifically for use when a DOI bureau/office enters into a reimbursable travel arrangement and is the bureau paying for the travel.

B. Intergovernmental travel is travel performed by a BSEE employee for the benefit of a Federal Government agency outside of DOI; or, travel performed by a Federal Government employee of an agency outside of DOI for BSEE's benefit.

C. Intra-governmental travel is travel performed by a BSEE employee for the benefit of another DOI Bureau/Office; or, travel performed by an employee of another DOI Bureau/Office for BSEE's benefit.

D. Invitational travel is travel performed by non-Government or intermittent employees for the benefit of BSEE; or, travel performed by a BSEE employee for the benefit of a non-Federal source. Invitational travel is addressed in a separate IPD.

E. Reimbursable travel is travel performed by a Federal Government employee for the benefit of another Federal agency. The Federal agencies would be separately funded, for instance, BSEE and the Department of State or BSEE and the Bureau of Reclamation.

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. Approving Officials are responsible for implementing these policies and procedures governing reimbursable travel in their respective areas. In addition, they are responsible for ensuring that employees under their supervision adhere to these travel policies and procedures.
- D. BSEE employees who perform travel for other Federal Government entities are responsible for adhering to these policies and procedures governing reimbursable travel.

6. Procedures.

A. General.

(1) Overview. A reimbursable agreement is any arrangement whereby BSEE agrees to provide services to another agency in return for reimbursement of the costs incurred or agrees to reimburse another agency for its costs in providing its services to BSEE. This IPD addresses only the travel costs involved in reimbursable transactions that deal in either providing services to or receiving services from another Federal agency.

(2) 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.

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

(4) Travel Authorization (TA): Bureau employees must always travel under a BSEE TA.

B. When a BSEE Employee Performs Travel for Another Federal Government Entity.

(1) Reimbursable Agreement (RA)¹. When a BSEE employee performs travel for a Federal Government agency outside of the Bureau, including another DOI Bureau/Office, an RA must be completed and signed by both entities. The agency paying for the travel is the Buyer and the BSEE employee's official duty station office is the Seller. The Seller in this section is further defined to be the traveling employee's Approving Official. No BSEE employee will travel for another Federal entity without an RA in place **prior** to the onset of travel.

¹ Throughout this document, RA refers to the DOI ITA in all cases where a BSEE employee is traveling within DOI or when BSEE is paying for the travel of another Federal Government employee.

(2) Preparing the RA. The Buyer is responsible for initiating an RA in accordance with their agency's standard operating procedures. Because there is no standardized RA form mandated to be used by all agencies in the Government, Federal agencies design them internally to suit their particular needs. For instance, Department of Defense agencies use the Military Interdepartmental Purchase Request (MIPR) while other agencies use internally designed and numbered RAs that are used for both travel and purchases. It is Departmental policy that DOI Bureaus/Offices should use the DOI ITA for all reimbursable travel performed within the Department.

The BSEE traveler must provide the Buyer an estimate of all expenses for the trip. The expenses should include transportation costs (plus booking fee and baggage costs), meals and incidental expenses (M&IE), 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.

Once the Buyer has received the estimated travel expenses, they should enter the total estimated cost plus all other required information onto the RA in the area reserved for the Buyer's information. An official that has the authority to obligate travel funds must sign the RA for the Buyer and send it to the Seller (BSEE traveler's office). The Seller is responsible for entering BSEE's information on the RA in the area reserved for the Seller's information. The RA must include office information, point-of-contact name and number, and accounting data. The accounting data must include a Work Breakdown Structure (WBS), which is similar to a project number, which is used in BSEE's accounting system to track reimbursable costs and is issued by the Finance Division (Finance). To obtain a WBS, the Seller must contact Finance via e-mail at BSEE_Finance_Reimbursables@bsee.gov and request a WBS. Finance will create the WBS in the accounting system and provide the WBS number to the Seller via e-mail. The Seller must include the WBS as part of the accounting data on the RA.

Because the amount of the expenses entered onto the RA is an estimate, the RA should contain a statement that if travel costs exceed the estimate, then the agreement will be adjusted to increase the amount of the agreement to the actual travel costs. Therefore, an agreement must be made on the procedure that the BSEE traveler must follow to collect any additional funds that might be due if the actual travel expenses exceed the estimate. An official that has the authority to approve travel funds (usually the BSEE traveler's supervisor) signs the RA, makes a copy, and returns the original to the Buyer. 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.

Note: Because there is no standardized RA form used throughout the Government, any agency may use the DOI ITA form for reimbursable travel when they are the Buyer and are doing business with BSEE and they prefer to do so.

(3) Processing the RA. Within 5 work days after signing the RA, the Seller is responsible for sending a copy to Finance for processing. Finance will process the RA in the financial system. No fund advances will be collected on the RA.

(4) Preparing the TA. The BSEE employee's official duty station office must prepare the TA in the Bureau's electronic travel system, GovTrip. The TA must cite the accounting string and the WBS associated with the RA, which appears on the agreement. Bureau employees are authorized to travel only under TAs issued by BSEE.

(5) Performing the Travel. The traveler should perform the trip in the same manner as they normally travel for BSEE. An exception, however, can be made for transportation. The Buyer may purchase the traveler's transportation on a Government corporate charge card associated with their agency. If the traveler's transportation is purchased by the Buyer, the RA must be reduced by the transportation amount and the traveler's TA should be so noted.

(6) Preparing the Travel Voucher (TV). Within 5 work days of completing the travel, the traveler must prepare a TV in GovTrip for approval by his/her supervisor. The TV will be processed in accordance with BSEE's standard operating procedures. The office budget coordinator must reallocate all Government charge card centrally-billed transactions related to the travel to the reimbursable account.

(7) Billing. BSEE will collect the funds from the respective Government agency through the Intra-Governmental Payment and Collection (IPAC) System in accordance with the RA for the total expenses for the trip. If the actual travel expenses exceed the RA amount, Finance will notify the Seller for resolution.

C. A Federal Employee from Another Federal Government Entity Performs Travel for BSEE,

(1) DOI Inter/Intra-Agency Travel Agreement (ITA). When an employee from another Federal Government agency, including another DOI Bureau/Office, performs travel for the benefit of BSEE, an ITA must be completed and signed by both entities. Since BSEE is paying for the travel, then BSEE is the Buyer and the agency performing the travel is the Seller. The Buyer in this section is further defined to be the official in the office receiving the benefit of the travel and who also has the authority to authorize and approve travel. No reimbursable travel can be performed by non-BSEE Federal employees for the benefit of BSEE without an ITA in place **prior** to the onset of travel.

(2) Preparing the ITA. The Buyer is responsible for initiating the ITA.

The Seller (the traveler or traveler's office) must provide the Buyer an estimate of all expenses for the trip. The expenses should include transportation costs (plus booking fee and baggage costs), M&IE, 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. In return, the Buyer must provide the Seller the procedure that they must follow to collect any additional funds that might be due if the actual travel expenses exceed the estimate.

The Buyer must enter the estimated costs and other required information, including a valid program accounting string, onto the ITA in the area reserved for the Buyer. The Buyer must sign the ITA and send it, along with the ITA instructions, to the Seller. The Seller should process the

ITA in accordance with their local reimbursable agreement standing operating procedures. Once the Seller has completed their respective part of the ITA, they must return a signed copy to the Buyer.

(3) Processing the ITA. Within 5 work days of receiving the signed ITA from the Seller, the Buyer must send a copy containing all of the required signatures to Finance. Finance is responsible for entering the ITA into the financial system as a miscellaneous obligation. No fund advances are required for inter/intra-government travel.

(4) Preparing the TA. The TA is to be prepared by the traveling employee's official duty station office in accordance with their local standard operating procedures. BSEE does not issue TAs to employees of other Federal Government agencies, including other DOI Bureaus/Offices.

(5) Performing the Travel. The traveler should perform the travel as if they were traveling for their respective agency/bureau. An exception, however, can be made for transportation. Because BSEE centrally-bills transportation costs and Government corporate charge cards are authorized to purchase transportation for others, the Buyer may purchase the traveler's transportation on the Government corporate charge card associated with their office/program. If the traveler's transportation is purchased by the Buyer, the ITA must be so noted and reduced by the transportation amount.

(6) Preparing the Travel TV. The traveler must prepare a TV and submit it to their respective Finance Office for payment in accordance with their local standard operating procedures, BSEE does not issue travel reimbursements directly to non-BSEE employees for reimbursable travel.

(7) Billing. The respective Federal Government agency or DOI Bureau/Office must bill BSEE through the Intra-Governmental Payment and Collection (IPAC) System in accordance with the terms of the ITA for the total expenses for the trip. If the actual travel expenses billed exceed the ITA amount, Finance will notify the Buyer for resolution.

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



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