



FEMA

CFO BULLETIN

Office of the Chief Financial Officer

Number 131

DEC 21 2007

ALL FEMA EMPLOYEES

SUBJECT: Travel Home during Extended Temporary Duty (TDY) Assignment

This CFO Bulletin supersedes CFO bulletin #68 - travel policies relating to travel home while on an extended uninterrupted temporary duty (TDY) assignment.

Administrators, Deputy Administrators, Regional Administrators, Directors, Federal Coordinating Officers, Chiefs of Staff, and Office Directors are authorized to determine which employees will be granted travel home during extended TDY. All employees must contact the Agency's Travel Management Center (TMC) to arrange for transportation. **Please note that any non-emergency travel request to return home should not interrupt the Agency's mission.**

Rotational Travel for Extended TDY

FEMA employees on an extended uninterrupted TDY assignment may be returned home once every 30 days for CONUS travel and every 45 days for OCONUS travel including Alaska, Hawaii and US Territories with prior supervisory approval. If an employee requests to return home prior to the 30 or 45 day requirement, a waiver must be approved by their Program Office department head. A minimum of 7 to 10 days at home is recommended to ensure maximum benefit to both the employee and FEMA. It should be noted that there is no requirement in the Federal Travel Regulations or statute which requires Federal Executive Agencies to return employees home during periods of extended uninterrupted TDY assignments. Once an employee arrives home he is no longer in travel status.

Weekend Return Home Travel

FEMA employees on an extended uninterrupted TDY assignment may return home on weekends with prior supervisory approval. The maximum reimbursement for the round-trip transportation and/or en route per diem shall not exceed the per diem (lodging and M&IE) allowance had the employee remained at the TDY site. A cost comparison provided by the agency's travel management center (TMC) must accompany the travel voucher.

Holiday Travel

FEMA employees on an extended uninterrupted TDY assignment may be authorized, with prior supervisory approval, up to three trips home during a calendar year for any Federal Holiday. The maximum reimbursement for roundtrip transportation shall not exceed the per diem (lodging and M&IE) allowance had the employee remained at the TDY site. A cost comparison must accompany the travel voucher. An employee must remain at the TDY site for at least 21 consecutive days to be eligible for any additional holiday rotations.

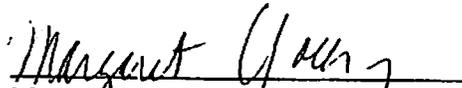
Medical Treatment Travel

FEMA employees, who return home for non-emergency medical treatment, are not entitled to reimbursement for travel expenses incurred. Employees are encouraged to schedule medical examinations and/or treatment in conjunction with regularly scheduled authorized return home travel or upon completion of the TDY assignment. Travel and transportation expenses will be paid for employees who become incapacitated, physically impaired or whose medical conditions are substantiated in writing by a competent medical authority.

Alternate Location Travel

FEMA employees traveling under any of the above situations **may only** be authorized to travel to their official duty station (official residence of record for DAE's). Employees may elect to travel to an alternate location; however, reimbursement shall not exceed the cost of a return trip to the traveler's official duty station. A cost comparison from the Agency's TMC must accompany the travel voucher.

Should you have any questions please contact Tange Drake on 202-646-2983 or Relda Larguet on (202) 646-3179, in the Office of the Chief Financial Officer, Financial Policy Division.


Margaret A. Young
Chief Financial Officer
Office of the Chief Financial Officer

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