



Department of Veterans Affairs

Financial Policy

Volume XIV

Travel

Chapter 4

Miscellaneous Travel Expenses

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0401 Overview	2
0402 Revisions	2
0403 Definitions.....	4
0404 Roles and Responsibilities.....	5
0405 Policies.....	6
040501 General Policies	6
040502 Miscellaneous Common Carrier Travel Expenses	6
040503 Miscellaneous Ground Transportation Expenses.....	7
040504 Miscellaneous Lodging Expenses.....	8
040505 Miscellaneous Technology/Communication Expenses.....	10
040506 Miscellaneous Foreign Travel Expenses	11
040507 Additional Miscellaneous Travel Expenses.....	12
0406 Authorities and References.....	13
0407 Rescissions	14
0408 Questions.....	14
Appendix A: Reimbursable Baggage Expenses.....	15
Appendix B: Reimbursable Communication Services.....	17

0401 Overview

This chapter establishes the Department of Veterans Affairs' (VA) financial policies regarding the reimbursement of authorized miscellaneous travel and transportation-related expenses.

Key points covered in this chapter include:

- Approving Officials (AOs) will authorize reimbursement of miscellaneous expenses that are necessary and in the best interest of the Government (FTR § 301.70.301);
- Travelers will itemize each miscellaneous travel expense on the travel authorization (TA);
- Travelers are required to perform due diligence in seeking and obtaining lodging tax exemption when traveling to states which are tax-exempt (refer to GSA SmartPay State Tax Information); and
- Government-owned/leased services should be used for official communications, but when Government services are not available, commercial communications services may be used and reimbursed.

Under the Inspector General Act of 1978, Public Law (PL) 95-452; 5 U.S.C. Appendix, as amended, Office of Inspector General (VA OIG) employees must adhere to travel directives, policies, procedures, and guidance of the VA OIG.

Union rights and privileges related to travel expenses, as defined in union agreements, do not supersede the regulations in the Federal Travel Regulations (FTR).

0402 Revisions

Section	Revision	Office	Reason for Change	Effective Date
Various	Reformatted to new policy format and completed a five-year update	OFP (047G)	5-Year Update and Leadership directed.	March 2021
0401 Overview	Added key points, OIG and Union statements.	OFP (047G)	Leadership directed.	March 2021

Section	Revision	Office	Reason for Change	Effective Date
0405 Policies	Categorized information under new subsections and updated with FTR references: 040501 General Policies; 040502 Miscellaneous Common Carrier Travel Expenses; 040503 Miscellaneous Ground Transportation Expenses; 040504 Miscellaneous Lodging Expenses; 040505 Miscellaneous Technology/Communication Expenses; 040506 Miscellaneous Foreign Travel Expenses; and 040507 Additional Miscellaneous Travel Expenses	OFP (047G)	Organizational Change.	March 2021
040503 Miscellaneous Ground Transportation	Added FTR § 301-10.450(d) pre-paid gasoline not reimbursable, including the FTR exception.	OFP (047G)	General Update	March 2021
040504 Miscellaneous Lodging Expenses	Added traveler is entitled to be reimbursed the lodging tax for the authorized lodging rate when a lodging facility does not honor the state tax exemption.	OFP (047G)	General Update	March 2021
040507 Additional Miscellaneous Travel Expenses	Changed the number of consecutive nights required for laundry/dry cleaning reimbursement from six (6) to four (4), to equal FTR § 301-11.31.	OFP (047G)	General Update	March 2021
Appendix A, Reimbursable Baggage Expenses	Minor updates.	OFP (047G)	General Update.	March 2021
Appendix B, Reimbursable Communication Services	Minor updates.	OFP (047G)	General Update.	March 2021

0403 Definitions

Approving Official (AO) – A VA employee in a position designated the authority to approve travel documents.

Continental United States (CONUS) – The 48 contiguous States and the District of Columbia.

Federal Travel Regulation (FTR) – The FTR implements statutory requirements and Executive branch policies for travel by federal civilian employees and others authorized to travel at Government expense.

Foreign Area – Any area, including the Trust Territories of the Pacific Islands, situated both outside CONUS and the non-foreign areas.

Meals and Incidental Expense (M&IE) Allowance – A daily subsistence allowance for meals, and related incidental expenses incurred when eligible on authorized TDY (FTR § 300-3.1, Per diem allowance (b)(c)).

Miscellaneous Travel Expenses – Miscellaneous travel expenses are those expenses identified in FTR PART 301-12 – Miscellaneous Expenses, which are directly attributable and necessary to the travel and temporary duty.

Non-Foreign Area – The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and the territories and possessions of the United States (excludes the former Trust Territories of the Pacific Islands, which are considered foreign areas for the purposes of the FTR).

Official Travel – Travel under an official travel authorization (TA) to and from an employee's official station or other authorized points of departure and a temporary duty location, travel between two temporary duty locations, or relocation at the direction of a federal agency.

Outside the Continental United States (OCONUS) – Includes both non-foreign areas and foreign areas.

Per Diem – A subsistence allowance for lodging, meals, and related incidental expenses incurred while on authorized TDY. Maximum per diem rates for temporary duty travel locations are established by GSA, and available at the GSA Per Diem Rates website.

Privately Owned Vehicle (POV) – Any vehicle such as an automobile (including vans and pickup trucks), motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a government agency and is not commercially leased or rented by an employee under a government rental agreement for use in connection with official government business (FTR § 300-3.1, POV).

Temporary Duty (TDY) Location – A place away from an employee’s official station, where the employee is authorized to travel.

Temporary Duty (TDY) Travel – Travel by an employee on official business to a designated location(s) away from their local area, as authorized by an employee’s AO through a TA.

Transportation Network Companies (TNCs) – A company that uses an online-enabled platform to connect passengers with drivers using their personal, non-commercial vehicles (e.g. Uber, Lyft, Sidecar, Wingz, Summon, and Haxi).

Travel Authorization (TA) – A written or electronic authorization to incur expenses while on authorized official business for the Government, and in accordance with FTR § 301-71.103, must include specific purpose, itinerary, and estimated costs.

Travel Management Center (TMC) – A travel agency firm under contract with the Government to provide reservations, tickets, and related travel management services for official travel.

0404 Roles and Responsibilities

Approving Officials (AO) are responsible for:

- Approving TAs and claims;
- Completing travel training requirements;
- Ensuring all travel is approved consistent with FTR, VA travel policy, and any other Department-specific guidance (e.g., travel notices);
- Establishing a clear understanding with the traveler which miscellaneous travel expenses are required for the mission and only authorizing additional expenses post-travel when unanticipated and properly documented in the claim; and
- Verifying CONUS and OCONUS non-foreign area lodging taxes claimed were not exempt or were exempt but not honored by the lodging facility before authorizing;

Travelers are responsible for:

- Completing training requirements;
- Being knowledgeable of FTR, VA travel policy, and any other agency-specific guidance (e.g., travel notices);
- Minimizing travel costs;
- Ensuring travel is approved in advance;
- Obtain lodging tax exemptions when available; and
- Submitting claims in accordance with policy.

0405 Policies

040501 General Policies

- A. VA will reimburse travelers for miscellaneous travel expenses in conjunction with TDY in accordance with FTR PART 301-12 – Miscellaneous Expenses.
- B. VA will reimburse travelers for miscellaneous travel expenses in conjunction with permanent change of station (PCS) and temporary change of station (TCS), following FTR Subchapter F, Miscellaneous Allowances. VA Financial Policy Volume XIV Travel, Chapter 8, Relocation Packages, provides policy guidance on the authorization of PCS and TCS related miscellaneous expenses.
- C. VA Financial Policy Volume XIV Travel, Chapter 1, Travel Administration, provides receipt requirements for miscellaneous travel expense reimbursement requests.
- D. Prior to travel, a traveler and their AO will discuss and establish a clear understanding of which miscellaneous travel expenses are authorized.
- E. In accordance with FTR § 301-52.2(a), travelers will itemize each miscellaneous travel expense and the estimated cost on the travel authorization (TA), except for authorized telephone calls, transit system fares, or parking meter fees which may be entered as a lump sum as long as no individual expense costs over \$75.
- E. In accordance with FTR § 301.70.301, AOs will only authorize the reimbursement of miscellaneous travel expenses that are necessary and in the best interest of the Government.
- F. AOs will approve miscellaneous travel expenses post-travel when the expenses were not anticipated before departure and proper justification is included on the travel claim.

040502 Miscellaneous Common Carrier Travel Expenses

- A. In accordance with FTR § §301-10.308, VA will reimburse travelers for common carrier terminal parking fees while on TDY when incurring such fees is advantageous to the Government when compared to the use of a taxi or other available ground transportation to and from the terminal.
- B. In accordance with FTR § 301-12.2, VA will reimburse the necessary travel and transportation-related baggage expenses incurred on official business. Excess baggage transportation costs must be authorized in advance by the AO. Refer to Appendix A, Reimbursable Baggage Expenses, for additional information. These expenses include:

- Baggage transfer not to exceed (NTE) the customary local rates and the necessity for the transfer must be explained in the TA;
 - Baggage storage for property used on official business or baggage handling tips for transporting Government property (justification required); and
 - Curbside baggage check-in fees will be reimbursed, except when there is no cost at the travel counter.
- C. In accordance with FTR § 301-13.3(d)), VA will reimburse baggage handling tips only for a traveler with a disability or special needs.
- D. In accordance with FTR § 301-10.2, VA will reimburse the following additional common carrier miscellaneous expenses:
1. Transit, service charge, tax, landing, port tax, embarkation/debarkation, or similar mandatory charges assessed against a traveler on arrival/departure from a carrier terminal, will be reimbursed when not included in the cost of the ticket.
 2. Costs associated with providing paper tickets to the traveler will be reimbursed, as necessary, to meet Government requirements (e.g., a potential work stoppage by the common carrier or special circumstances involving international travel to foreign countries). Paper tickets acquired for personal convenience are not reimbursable and are the traveler's financial responsibility.
 3. Service and processing fees (e.g., transaction fees) for arranging common carrier transportation will be reimbursed when:
 - Procured through the Travel Management Center (TMC); or
 - Procured commercially only when VA's travel system, including the TMC, is not available before the commencement of official travel to make reservations.

040503 Miscellaneous Ground Transportation Expenses

- A. VA will reimburse ground transportation expenses including special conveyances in accordance with FTR § 301-10, Transportation Expenses, and VA Financial Policy Volume XIV Travel, Chapter 3, Transportation Expenses.
- B. VA will reimburse the following miscellaneous ground transportation expenses:
1. In accordance with FTR § 301-10.421, tips for taxis, TNCs, innovative mobility technology companies, limousines, and shuttle transportation will be reimbursed up to 20 percent of the customary fare rounded up to the nearest cent.
 2. In accordance with FTR § 301-10.421, tips paid for courtesy (no cost) shuttle service, or for valet parking service at non-lodging locations (only when public parking is not available) will be reimbursed not to exceed \$3.

3. In accordance with FTR § 301-10.304, POV miscellaneous expenses will be reimbursed.

- C. In accordance with FTR § 301-10.450(d), VA will reimburse gasoline for a rental car but prepaid gasoline is not reimbursable. An AO will reimburse refueling charges for gasoline if it is not possible to refuel completely prior to returning the vehicle because of safety issues or the location of the closest fueling station. This exception must be properly documented on the travel claim, when applicable.

- D. In accordance with FTR § 301-10.2, VA will reimburse the following ground transportation miscellaneous expenses:
 1. Fees charged for optional equipment (e.g., activation of a toll transponder, or global positioning system (GPS)) for a rental car are generally not reimbursable unless the item is determined to be mission essential. Documentation justifying the expenses as mission-essential must be attached to the TA or travel claim.

 2. Service and processing fees (e.g., transaction fees, taxes, Government Administrative Rate Supplement fees (GARS)) for rental car reservations will be reimbursed when:
 - Procured through the Travel Management Center (TMC); or
 - Procured commercially only when VA's travel system, including the TMC, is not available before the commencement of official travel to make reservations.

- E. In accordance with FTR §§ 301-10.451 and 301-10.452, VA will not reimburse driving-related insurance for CONUS and outside of CONUS (OCONUS) non-foreign area travel. For OCONUS foreign areas an AO may reimburse this expense when it is determined that legal requirements/procedures of the foreign area/country involved mandate carrying driving-related insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance, privately-owned conveyance, or rental car (refer to Comptroller General Decision, B-178342 (55 Comp. Gen 1343, August 11, 1976), Insurance on Overseas Automobiles). When required, the cost of the license/permit photos will also be reimbursed. Refer to Driving and Road Safety Abroad for additional information.

040504 Miscellaneous Lodging Expenses

- A. VA will reimburse nightly lodging room rate reimbursable expenses in accordance with FTR PART 301-11 – Per Diem Expenses, and VA Financial Policy Volume XIV Chapter 2, Travel Per Diem.

- B. In accordance with FTR § 301-12.1, VA will reimburse miscellaneous lodging fees/charges when mission-related justification is provided. Miscellaneous lodging fees/charges include, but are not limited to, the following:
- Room occupancy charges for late departure;
 - Early arrival;
 - Day-use of airport lodging facilities due to travel arrangements that are not for the traveler's convenience;
 - Safe fee, or other service charges; and
 - Resort fees and/or energy surcharge fees will be reimbursed only when the hotel charges this fee (not optional) to all guests.
- C. Room rental for official business meetings may be authorized as an official expense in limited circumstances. Email the FSC for specific guidance on the proper payment method at VAFSCtravelpolicy@va.gov. For additional information regarding conference room rentals, refer to VA Financial Policy Volume XIV Chapter 10, Conference Planning, Oversight, and Reporting.
- D. In accordance with FTR §301-11.27, lodging taxes may or may not be authorized as follows:
1. Lodging taxes for CONUS and OCONUS non-foreign areas are not part of the per diem allowance and must be itemized separately as a miscellaneous expense. Lodging taxes will only be reimbursed when not exempt for government occupancy.
- Travelers are required to perform due diligence in seeking and obtaining lodging tax exemption when traveling to states which are tax-exempt (refer to GSA SmartPay State Tax Information). Should the lodging facility not honor the requested state tax exemption the traveler is entitled to be reimbursed the lodging tax for the authorized lodging rate.
2. Taxes for OCONUS foreign areas are included in the traveler's per diem allowance and will not be claimed separately as a miscellaneous expense.
- E. When lodging is interrupted involving authorized weekly or monthly rentals certain expenses may be reimbursed as a miscellaneous expense. Refer to VA Financial Policy Volume XIV Travel, Chapter 2, Travel Per Diem, and Comptroller General Decision B-195352 (59 Comp. Gen. 609, July 17, 1980), Lodging Expenses – Curtailed Travel.

VA reimbursement of interrupted lodging weekly or monthly rental expenses is dependent upon if:

- The traveler acted reasonably and prudently in incurring lodging expenses;
- The traveler had a reasonable expectation of completing the TDY as authorized;
- The assignment was changed for official purposes or an acceptable reason beyond the traveler's control; and

- The traveler took reasonable steps to obtain a refund once the TDY was officially canceled, curtailed, or interrupted.
- F. In accordance with FTR § 301-12.1, VA will reimburse necessary storage fees and/or tips for handling Government property at lodging facilities.
- G. VA reimbursement of tips at a place of lodging (including valet service) may or may not be authorized as follows:
1. In accordance with FTR §§ 301-11.305 and 301-11.306, when subsistence is reimbursed under the Actual Expense method, fees and tips at a place of lodging will be reimbursed when itemized.
 2. In accordance with FTR § 300-3.1, Per diem allowance (c)), when subsistence is reimbursed under the Lodgings-Plus method the incidental allowance includes fees and tip expenses at places of lodging and are not separately reimbursable expenses.
- H. In accordance with FTR § 301-12.1, VA will reimburse service and processing fees (e.g., transaction fees) for arranging lodging accommodations when:
- Procured through the Travel Management Center (TMC); or
 - Procured commercially only when VA's travel system, including the TMC, is not available before the commencement of official travel to make reservations.

040505 Miscellaneous Technology/Communication Expenses

- A. In accordance with FTR § 301-12.1, Government-owned/leased services should be used for official communications.
- B. In accordance with FTR § 301-12.1, VA will reimburse expenses for using commercial communications services covered as follows when Government services are not available:
1. VA will reimburse official phone call expenses (e.g., hotel phone, or personal cell phone) as follows:
 - Certain communications to a traveler's home/family are considered official expenses (e.g., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and to advise of changes in the itinerary);
 - The actual cost of phone calls NTE \$5 per day, or NTE \$35 per week, will be reimbursed, with an exception for emergency circumstances (traveler will justify phone calls in emergencies); and
 - Reimbursement for official calls will not be authorized when the traveler is issued a VA communication device (e.g., iPhone) or uses a pre-paid phone card or cell phone.

When a personal cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. Refer to Appendix B, Reimbursable Communication Services, for additional information on reimbursement for communication expenses.

2. VA will reimburse the following miscellaneous travel-related expenses:
 - Connections (e.g., internet connections) used for computers, including in-flight computer connections, to perform official Government business; and
 - Services of typists, data processors, or stenographers and the cost associated with the official use (not purchase) of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms.

040506 Miscellaneous Foreign Travel Expenses

A. In accordance with FTR § 301-12.1, VA will reimburse the following miscellaneous foreign travel expenses:

1. Currency conversion fees when the “international transaction fee” for official qualifying transactions is charged to the Government travel card. This charge is listed as a separate line item on the card billing statement. Losses resulting from currency conversions are not reimbursable (refer to Comptroller General Decision B-215316 (59 Comp. Gen. 554, August 29, 1984), Losses Incurred on Currency Exchange). A traveler is not liable to pay the Government for gains resulting from currency conversion.

A traveler who pays for foreign official expenses with a Government travel card should check with the contracted bank to determine the final expense cost in U.S. currency before submitting the travel claim. The currency exchange rate at which the Government travel card expense was settled will be used to enter foreign expense amounts in the travel claim.

2. The cost of fees to obtain or renew a visa, U.S. permanent resident card, photographs, and physical exams for an employee who is:
 - A U.S. citizen (An eligible dependent does not have to be a U.S. citizen);
 - Hired locally in, or transported to, a foreign area at Government expense; or
 - Serving under a service or renewal agreement (Permanent Duty Travel and TDY for overseas travel).
3. Foreign exit fees.
4. The cost of obtaining a birth certificate or other acceptable evidence of birth for official foreign travel.

5. Charges for inoculations and other disease-preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) required for authorized foreign travel, that are not available through a federal dispensary.
 6. Services of guides, interpreters and/or drivers when determined by the AO to be mission essential.
- B. In accordance with FTR § 301-451(b), VA will reimburse OCONUS foreign area driving-related insurance. See section 040503 Miscellaneous Ground Transportation Expense for more information.
- C. In accordance with the FTR § 301-11.31, VA will not separately reimburse OCONUS laundry and dry-cleaning expenses. These expenses are part of the incidental expense allowance included within the meals and incidental expenses (M&IE) per diem rates (refer to Department of State Standardized Regulations, Per Diem Rates – Foreign Areas or Department of Defense, Defense Travel Management Office, Per Diem Rates – Non-Foreign Areas).
- D. VA will not reimburse expenses for obtaining a personal passport.
- E. For specific guidance or additional clarification regarding reimbursement of foreign travel miscellaneous expenses, contact Internationaltravelservice@va.gov.

040507 Additional Miscellaneous Travel Expenses

- A. In accordance with FTR § 301-12.1, VA will reimburse the following expenses:
1. A fee charged for an ATM or bank cash advance using a Government travel card to obtain money, when the withdrawal is authorized on the TA or travel claim. Fees for using an ATM with a personal credit or debit card are not reimbursable.
 2. The cost of traveler's checks, money orders, or certified checks up to the amount of estimated per diem and/or travel expenses will be reimbursed.
 3. The purchase of miscellaneous equipment or materials (e.g., batteries, tools, film, paper, books, medical supplies) and similar items needed when an explanation is provided on the travel claim supporting the purchase(s) was necessary for the mission and the AO determines a purchase card was not available for use.
- B. In accordance with FTR § 301-11.31, VA will reimburse laundry/dry cleaning expenses for CONUS TDY as follows:
1. Costs for personal laundry, dry cleaning, and/or pressing of clothing, incurred during CONUS TDY, involving at least four (4) consecutive nights lodging.

2. The purpose of laundry/dry cleaning is for reusing clothes while on TDY. Expenses incurred on the last day of the TDY or after the completion of the TDY are not reimbursable.
- C. In accordance with FTR § 301-13.3, VA will reimburse expenses for an attendant when necessary, to accommodate a special need.
- D. In accordance with FTR § 301-13.3.2, VA will reimburse expenses to an employee with special needs associated with a service animal when medically required to accompany a traveler (e.g., service dog). The service animal should be stated in the TA to cover any travel-related expenses that might be required.
- E. VA will not reimburse travelers for clerical assistance services. The Government purchase card will be used to make a mission-required clerical assistant services payment.
- F. VA will not reimburse travelers for registration fees. VA requires registration fees to be paid using a Government purchase card.
- G. VA will not reimburse individual traveler's membership fees in a registered/traveler program (e.g., rewards program offered by credit card companies). Use of Government funds to obtain membership in such a program is statutorily prohibited by 5 U.S.C. § 5946, Membership fees; expenses of attendance at meetings; limitations.

0406 Authorities and References

[5 U.S.C. § 5946, Membership fees; expenses of attendance at meetings; limitations](#)

[Comptroller General Decision, B-178342 \(55 Comp. Gen 1343, August 11, 1976\), Insurance on Overseas Automobiles](#)

[Comptroller General Decision B-195352 \(59 Comp. Gen. 609, July 17, 1980\), Lodging Expenses - Curtailed Travel](#)

[Comptroller General Decision B-215316 \(59 Comp. Gen. 554, August 29, 1984\), Losses Incurred on Currency Exchange](#)

[Defense Travel Management Office, Per Diem Rates - Non-Foreign Areas](#)

[Department of State Standardized Regulations, Per Diem Rates - Foreign Areas](#)

[Driving and Road Safety Abroad](#)

[FTR Chapters 300-304](#)

[GSA City Pair Program](#)

[GSA City Pair Program/Baggage Allowance](#)

[GSA Per Diem Rates](#)

[Inspector General Act of 1978, Public Law \[P.L.\] 95-452; 5 U.S.C. App](#)

[OPM Guidance on Reasonable Accommodation](#)

[VA Financial Policy, Volume XIV Travel](#)

0407 Rescissions

VA Financial Policy, Volume XIV Travel, Chapter 4,
Miscellaneous Travel Expenses, September 2017

0408 Questions

Questions concerning these financial policies should be directed as follows:

VHA

VAFSCtravelpolicy@va.gov

VBA

TRAVEL.VBACO@va.gov

NCA

NCABudgetService@va.gov

OIT

VACOITTravel@va.gov

All Others

VAFSCtravelpolicy@va.gov

Appendix A: Reimbursable Baggage Expenses

Following are general rules for the number of baggage(s) based on length of TDY travel:

- One piece for one (1) week of TDY travel;
- Two pieces for two (2) weeks of TDY travel; or
- Three pieces for three (3) weeks or more of TDY travel.

AOs will authorize additional bags over the above general rules when the baggage is needed to conduct official business with the proper justification that it is in the interest of the Government.

Excess weight for baggage will be authorized by the AO with proper justification. For example, a traveler returns from a training conference with additional training materials received at the training location.

The table below describes reimbursement for necessary baggage expenses that are in the interest of the Government (refer to FTR § 301-12.2).

Travel Reimbursement for Baggage Expenses

Expense Item	Description	Allowed Reimbursement
Checked baggage	Common carriers periodically revise their rules concerning checked baggage. For current information on applicable fees for checked baggage, refer to the GSA City Pair Program/Baggage Allowance website.	Fees if any charged by the common carrier for checked baggage.
Carry-on baggage	Each passenger is allowed to hand-carry one article for storage in the overhead luggage bin in the passenger cabin. Carry-on baggage may consist of garment bags, laptops, purses, or similar items that fit in the overhead bin or under the seat. Carry-on baggage is not considered checked baggage and is carried free of charge. For current information refer to airline.	Generally, there is no additional fee for carry-on baggage.

Expense Item	Description	Allowed Reimbursement
Excess baggage	Excess baggage is baggage over the standard piece(s) of checked baggage. Excess baggage must be authorized or approved by the travel AO. Excess baggage does not include pets or the baggage of travelers purchasing tickets for personal convenience.	Authorized if excess over standard one bag is approved (FTR § 301-12.2(d)).
Transfer of baggage	Movement of baggage between common carriers or terminals.	Reimbursement is permitted (FTR § 301-12.2(b)).
Storage of baggage	If required because of official necessity and authorized in advance.	Reimbursement is permitted (FTR § 301-12.2(c)).
Checking and handling of baggage	Charges for handling or checking Government baggage, such as for luggage porters or curbside check-in, are allowed. Charges or tips at transportation terminals are allowed for handling Government property carried by the traveler.	Reimbursement is permitted (FTR § 301-12.2(e)).
Excess Weight on Baggage	Charges for additional weight when checking baggage. Excess weight for baggage will be allowed by the AO after the fact with proper justification. For example, a traveler returns from a training conference with additional training materials received at the training.	Fees, if any, charged by the common carrier for excess weight of accompanied baggage (FTR § 301-12.2(a)).

Appendix B: Reimbursable Communication Services

Type of Call	Explanation	Reimbursement
Local calls	Calls made within the limits of a traveler's official duty station or within the temporary duty location.	The actual cost of calls made for official business.
Reservations and accommodations	Calls made to make or confirm common carrier, hotel, or car rental reservations.	The actual cost of calls made.
Long-distance (CONUS)	An official call to the office or other location to conduct official business. Brief call home or to other location to inform family members of safe arrival or to check on the safety of family members.	The actual cost of calls conducted for official business with office or other official purposes. Calls made to the family are limited to \$5 per day but will not exceed more than \$35 per week except for emergencies.
Long-distance (OCONUS)	An official call to the office or other location to conduct official business. Brief call home or to other location to inform family members of safe arrival or to check on the safety of family members.	The actual cost of calls conducted for official business with office or other official entity. Calls made to the family are limited to a reasonable amount per the location as determined by the AO's.
Personal cell phone, email, Internet	Agency may authorize charges for non-prepaid cell phones and other electronic devices for official business.	Payment is limited to the cost of the call, email, or Internet access charge; reimbursement does not include the normal recurring charge for maintaining the traveler's cell phone, email, or Internet service.
Cable, radio, facsimile, or similar services	Official correspondence sent to Government offices must be endorsed by the sender as "Official Business—Collect." All others must be prepaid.	When collect service is refused, reimbursement will be paid for the amount demanded.