

New Article 40
Old Article 39/35
Travel

35.1 Scheduling of Travel

The NRC agrees, ~~where to maximum extent practicable,~~ to schedule, to the maximum extent practicable, all employee travel to occur during the normal duty hours of the employee traveler. Time spent in travel status away from the employee's official duty station outside the days and hours of the employee's basic or extended workweek is considered "duty time" and the employee is entitled to be paid at the appropriate rate of premium pay when such travel is officially ordered or later approved and the travel:

35.1.1 involves the performance of actual work while traveling; or

35.1.2 is incident to travel that involves the performance of work that can only be performed while traveling; or

35.1.3 is carried out under arduous conditions; or

35.1.4 results from an event which could not be scheduled or controlled administratively, that is, results from unforeseen circumstances or an event which is scheduled or controlled by someone or some organization outside the Executive Branch of the Federal Government.

If circumstances require the employee's presence on Monday too early to permit travel on that day, the employee may request permission to travel on the preceding Friday in lieu of traveling on Sunday. The supervisor will grant or deny the request subject to workload considerations. If Friday travel is approved, subsistence reimbursement will be allowed to start with the departure time, but will be limited to that which would have been payable if the employee traveled on Sunday. Employees required to travel outside of normal duty hours shall upon request receive a written explanation as to why such travel is required.

35.2 Travel Advances

NRC employees are authorized to obtain travel advances for out-of-pocket expenses by making cash withdrawals using their Government travel charge credit card.

~~Travel advances will be made available to an employee prior to the date of departure consistent with the Treasury Financial Manual (TFM) and NRC Management Directive 14.1 "Official Temporary Duty Travel." Generally, NRC will authorize travel advances to NRC employees for authorized out-of-pocket expenses. Travelers must request travel advances on NRC Form 279. The types of travel advances are ATM cash advances and Electronic Funds Transfer (EFT). Requests for EFT advances should be forwarded to the appropriate travel office at least 7 working days before the advance is needed. All reasonable requests will be granted so as to avoid the situation where an employee will be without necessary travel funds.~~

35.3 Travel Reimbursement

The NRC agrees to reimburse employees in accordance with the Federal Travel Regulations (FTR) and NRC Management Directive 14.1, Official Temporary Duty Travel.”

35.4 Actual Subsistence Expenses

Actual subsistence expenses up to the maximum permitted by law will be allowed when the traveler's conditions meet the requirements established by the FTR and NRC MD 14.1. ~~When traveling under actual subsistence or locality rate expense provisions of the FTR, the maximum amount for meals and incidental will be reimbursed up to 300% of the meals and incidental expenses rate in effect for that locality.~~

35.5 Use of Privately-Owned Vehicle

To the extent provided by law and regulation, ~~An employee will have the option to use a privately-owned vehicle for official travel.~~ When the law or regulation authorizes the use of a privately-owned vehicle for official business ~~is advantageous to the Government,~~ the employee providing such vehicle will be reimbursed at the maximum rate allowable by applicable law and Government-wide regulation.

~~Moved from 19.10:~~ When an employee is delayed while in official travel status by reason of the breakdown of a privately owned vehicle, the use of which was determined to be advantageous to the Government, his/her per diem allowances will not be reduced and the period of delay will not be charged to leave if the period of delay was reasonable and the traveler’s action following the breakdown accords with administrative instructions or was administratively approved.

35.6 Returning ~~Home~~ To Permanent Duty Station While on Travel

An employee who is assigned to training or duty away from his/her regularly assigned post of duty, and who elects to return ~~home~~ to his/her permanent duty station during nonwork days, will be reimbursed, as follows:

35.6.1 For the employee entitled to per diem, the reimbursement allowable for the round-trip transportation and per diem en route may not exceed the per diem and any travel expense which would have been allowable had the traveler remained at this temporary duty station; or

35.6.2 For the employee entitled to actual subsistence, the maximum reimbursement allowable for the round trip transportation and actual subsistence en route shall be the necessary travel and subsistence expense which would have been allowable had the traveler remained at this temporary duty station.

35.7 Illness During Travel Status

When the employee in a travel status becomes ill, or is injured not due to his/her own misconduct and is expected to remain so for any significant length of time, NRC will pay per diem normally not to exceed 14 days and transportation in connection with returning that employee to his/her home or normal post of duty area as promptly as possible. However, NRC may approve a longer period as it deems necessary under the circumstances in a particular case.

35.8 Travel Regulations

Links to At least one copy of the FTR's and NRC MD 14.1, Official Temporary Duty Travel, relevant negotiated agreements (including the MOU on eTravel), and other documents relating to travel policies (including "yellow announcements") will be available on the NRC website. in Headquarters and in each Regional Office. Employees should direct all inquiries regarding travel authorizations and vouchers to the Travel ~~Services Team~~ Management Branch, Division of ~~the Controller~~ Accounting and Finance, Office of the Chief Financial Officer. In addition, the NRC shall advise employees through ~~appropriate means~~ agency-wide e-mail of revisions to NRC MD 14.1 or of any other significant changes in travel laws or regulations, which shall be permanently posted on the Agency website.

35.9 Notice of a Difference Between Travel Voucher Claim and Reimbursement Amount

The NRC agrees to notify the employee within ~~60~~ 10 work days ~~5~~ days from the date of receipt by the ~~Department of Interior National Business Center~~ Division of Accounting and Finance of his/her travel voucher if any claims cannot be paid in full. Such time shall be automatically extended if the employee furnishes additional information to supplement the travel voucher. Such notification shall be shown in the voucher and shall clearly identify the NRC's basis for denial. If, after being notified that a claim cannot be paid in full, the employee submits additional information to support the claim, NRC shall notify the employee within a reasonable period of time whether such additional information is sufficient to support the payment of the claim in full.

If at any time an apparent overpayment on a travel voucher is discovered, the Agency Division of Accounting and Finance shall notify the employee and, if appropriate, request the employee to submit additional information to support the amounts previously claimed and paid on the travel voucher. If the Agency Division of Accounting and Finance determines that there is still an overpayment to the employee after the review of the additional information, or absent submission of additional information, the employee may request a waiver in whole or in part of the overpayment, consistent with applicable laws and regulations. Such a request may be made if the employee agrees with the ~~a~~ Agency's determination but believes that extenuating circumstances exist to warrant a waiver. The NRC may grant the waiver of overpayment only if it determines that collection of the overpayment from the employee would be against equity and good conscience and not in the best interest of the United States.

For claims without overpayment, where the employee agrees with the NRC determination but still believes that extenuating circumstances exist to support his/her claim, the employee may,

consistent with applicable laws and regulations, submit a claim for adjudication to the GSA ~~Civilian~~ Board of Contract Appeals with a copy of the claim to the ~~Agency Division of Accounting and Finance~~. Such claims are neither grievable nor arbitrable.

If the employee disputes the ~~a~~Agency's determination on any travel voucher claim, the employee may, consistent with applicable laws and regulations, submit a claim for adjudication to the GSA ~~Civilian~~ Board of Contract Appeals with a copy to the ~~Agency Division of Accounting and Finance~~, or file a grievance in accordance with Article 51. Such claims are neither grievable nor arbitrable.

~~35.10 Local Travel Between Headquarters Buildings~~

~~The Agency shall provide employees with metro cards for the round trip fare for travel between Headquarters buildings. Any changes to policies or practices regarding local travel are subject to the requirements of notice and bargaining pursuant to Article 49, Mid-term Bargaining.~~

~~Annual Travel Reports~~

~~The NRC agrees to issue annual travel reports to all employees who traveled on government business during the past year. Such reports shall identify each trip taken by individual travel authorization number and list: (1) the estimated date that the trip began, (2) the amount of advance, if any, given to the employee for the trip, (3) the net voucher payment for the trip, (4) the remaining advance balance for the trip, and (5) a status indicator for the trip indicating whether the account for a given trip is considered "Open" or "Closed." Such reports shall be issued between October 1 and December 31 of each year covering travel initiated during the prior fiscal year.~~

~~The parties agree that the NRC may change the reporting period for the report to a calendar year basis in which case the report would be due within three months of the end of the calendar year.~~

~~35.11 Reimbursement for Parking [Moved from Article 36.3]~~

The NRC will, to the fullest extent permitted by law and regulation, reimburse employees for ~~reasonable~~ parking expenses when the employee's use of his/her car on official business has been approved. Such reimbursement does not cover the employee's normal everyday parking expenses.