

**Assistant Secretary for Management
Action Item**

Subject: Approval of three new policy chapters in accordance with the Financial Policy Improvement Initiative (FPII).

Vol.	Ch.	Title
XIV	2	<i>Travel Per Diem</i>
XIV	4	<i>Miscellaneous Travel Expenses</i>
XIV	5	<i>Travel under Special Circumstances</i>

Discussion: The Financial Policy Steering Committee voted, approved, and recommended CFO approval of the following new policy chapters:

- Volume XIV, Chapter 2, *Travel Per Diem*, this chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures regarding the rules for Official Government travel per diem rates. This chapter implements and supplements those portions of the Federal Travel Regulation (FTR) pertaining to Temporary Duty Travel (TDY).
- Volume XIV, Chapter 4, *Miscellaneous Travel Expenses*, this chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures regarding the rules for Miscellaneous Travel Expenses. Travelers are authorized certain necessary travel and transportation-related miscellaneous expenses incurred on official business, other than incidental expenses (defined as part of per diem in Volume XIV, Chapter 2, *Travel Per Diem*). This chapter implements and supplements those portions of the Federal Travel Regulation (FTR) pertaining to temporary duty travel (TDY).
- Volume XIV, Chapter 5, *Travel under Special Circumstances*, this chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures regarding the rules for Travel under Special Circumstances. This chapter provides specific guidance on: general rules, illness, injury or personal emergency while on travel, special needs travel, witness travel, death of an employee while in temporary duty travel (TDY) status, and travel expenses for threatened law enforcement officers or investigative employees. This chapter implements and supplements those portions of the Federal Travel Regulation (FTR) pertaining to TDY.

Recommendation: Approve the new policy chapters by signing below.

Approved:

_____/ s /_____
W. Todd Grams
Acting Assistant Secretary for Management

4-29-2011
Date