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**October 6, 2004****WEST VIRGINIA BULLETIN NO: WV250-5-1****SUBJECT: FNM – Travel Information Reminders****Purpose: To inform employees of travel requirements.****Expiration Date: September 30, 2005**

The FY-2005 Open Travel Authorizations have been issued. The open authorizations now cover travel in West Virginia **ONLY**. The supervisor must approve all in state travel prior to travel dates. All out-of-state travel is to be approved by the State Conservationist prior to the dates of travel. To request approval to travel to another state, employees will need to submit an FNM-35, Request for Authorization, to their supervisor. If the supervisor approves the request, the [FNM-35](#) is forwarded to the State Conservationist for approval. If approved, the [FNM-35](#) will be forwarded to Financial Management who will then issue an authorization for the requested trip.

The open authorization does not cover actual expense. Employees are to check the per diem rate for the destination of their travel prior to departure. They may stay in a lodging facility of their choice as long as that facility is within per diem at the intended destination. If lodging can not be obtained within the per diem rate, employees will need to request reimbursement for actual subsistence from their supervisor prior to their departure. Failure to obtain prior approval may result in the employee being reimbursed at the per diem rate, not the actual rate. The employee would be responsible for any additional costs incurred.

To request actual subsistence employees will need to submit an FNM-35, Request for Authorization, to their supervisor. If the supervisor approves this request, the [FNM-35](#) is forwarded to the State Administrative Officer. If approved, the [FNM-35](#) will be forwarded to Financial Management who will then issue an authorization for the requested trip.

Any employee approved to attend a conference, that has been given prior approval to receive the conference lodging allowance, must provide that approval with their submission of the [FNM-35](#) to receive the authorized conference lodging allowance.

Employees are also reminded that the Travel and Transportation Reform Act (Public Law 105-264) requires mandatory use of the Government issued charge card for all official government travel performed by employees. The Department issued the following exceptions:

1. New employees who may be required to perform temporary duty travel en-route to their first post of duty.
2. Intermittent/ seasonal employees and those employees not expected to travel more than twice a year.

You are required to use the Government issued travel card for all official travel expenses unless you have an exemption. The Administrator of General Services exempts the following from the mandatory use of the Government issued travel charge card:

- Expenses incurred at a vendor that does not accept the Government issued travel charge card;
- Laundry/ dry cleaning;
- Parking;
- Local transportation system;
- Taxi;
- Tips;
- Meals (when use of the card is impractical or the government issued travel charge card is not accepted);
- An employee who has an application pending for the travel charge card;
- Individuals traveling on invitational travel;
- New appointees; and
- Relocation allowances prescribed in Chapter 302, except en-route travel and househunting trip expenses (FTR Amendment 92)

The Government charge card is embossed with the statement "For Official U.S. Government Travel Only." This means that the card is ONLY for official travel and travel related expenses away from the official duty station. Personal gain (e.g. ATM withdrawal for personal use) and/or failure to pay the government charge card bill after receiving reimbursement for expenses may subject the employee to disciplinary action.

Telephone calls are an exempt expense from the mandatory use of the government card; however, employees should use their MCI Worldcom calling card for telephone calls when in travel status. Employees traveling more than one night on government business may make a brief call to his or her residence or to locations within the local duty station's immediate commuting area to speak to members of the immediate family. These calls are authorized as being

in the interest of the government and should be charged to your calling card. If an employee travels infrequently and does not have a calling card, they will be reimbursed on their travel voucher for their telephone calls for an amount not to exceed the maximum aggregated amount equal to \$5.00 multiplied by the number of lodging nights. Employees needing calling cards can request them through their supervisor. Upon approval by the supervisor the request will be forwarded to Information Technology (IT) at the State Office for issuance.

For additional information, please contact the Financial Management Staff.

/s/ Richard L. Judy, Acting For

LILLIAN V. WOODS  
State Conservationist

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