

July 15, 1985

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION  Bureau of Apprenticeship and Training Washington, D.C. 20213  Symbols: TDT/MMW	<u>Distribution:</u>  A-539 All Tech. Hdqtrs.  A-544 All Field Techs.	<u>SUBJECT:</u> <u>CODE:</u> 902  Use of Non-Contract Carriers for Return Trips to Residence
		<u>ACTION:</u> Due date:

PURPOSE: To inform the field staff of the Department of Labor's policy concerning the use of non-contract carriers for return trips to their residence while on extended TDY at employees discretion.

BACKGROUND: The Department of Labor, after consultation with the General Services Administration (GSA), has issued the subject travel policy as described in the attached Travel Bulletin 85-10, dated July 3, 1985.

For payment on TDY, if the cost of returning to the duty station is more expensive than remaining on TDY on non-workdays, employees can return to their residence but must use their own resources to pay for the travel and cannot use the Government rate travel fares. Persons on TDY in this case will be reimbursed at the appropriate rate for per diem and subsistence for the non-workdays.

It is important that travelers be aware that if returning to their official duty station on non-workdays results in a saving to the Government, they are required to do so using a GTR or Government issued charge card.

ACTION: Regional Directors are requested to insure that copies of this travel policy are distributed to all their technical staff.

Attachment

Department of Labor

Office of the Assistant Secretary  
for Administration and Management  
1515 Broadway  
New York, New York 10036

July 11, 1985



REGIONAL OASAM MEMORANDUM NO. 85- 111

TO: REGIONAL EXECUTIVE COMMITTEE  
FROM: Gail R. Jeby  
Assistant Regional Administrator  
for Financial Management

SUBJECT: Use of Government Contract Air Fares  
by Cost-Reimbursable Contractors

It is important for all agencies to be aware of the provisions outlined in GSA Bulletin FPMR A-87 dated April 9, 1985. This bulletin states that cost-reimbursable contractors working for the Government may use the same contract fares available to Federal employees traveling at Government expense if the contract airline agrees to the arrangement. Under the regulation, cost-reimbursable contractors may obtain Government fares by using a GTR, cash or check. To obtain these fares, the cost-reimbursable contractor must be engaged in official Government travel and must be furnished with correct identification (please see attachment).

The following carriers have agreed, as of April 9, 1985, to provide passenger transportation to cost-reimbursable contractors engaged in official travel:

<u>CONTRACT AIRLINE</u>	<u>PAYMENT METHOD REQUIRED</u>	<u>AGENCY IDENTIFICATION LETTER REQUIRED</u>
AirCal	GTR, Cash or Personal credit card	YES
Braniff Airlines	GTR, Cash or Personal credit card	YES
Continental Airlines	GTR	YES
Delta Airlines	GTR, Cash or Personal Credit Card	YES
Northwest Orient Airlines	GTR	NO
World Airways	GTR, Cash or Personal Credit Card	YES

Attached for your information is a copy of the letter which must be issued to all cost-reimbursable contractors if they are to take advantage of Government rates. It must be typed on your agency's official letterhead and signed by an appropriate agency official.

(OVER)

DATE:

TO: GSA Contract Airline

SUBJECT: Official travel of cost-reimbursable contractor

(Traveler's Full Name), the bearer of this letter, is an employee of (Company Name) which is under contract to this agency under the cost-reimbursable contract (Contract Number). During the period of the contract, (give dates), the employee is thereby eligible and authorized to use the GSA contract discount fares in accordance with your city-pairs contract with the General Services Administration.

(Signature, title and telephone number of contracting officer)

U.S. Department of Labor

Office of the Assistant Secretary  
for Administration and Management  
1515 Broadway  
New York, New York 10036



July 15, 1985

REGIONAL OASAM MEMORANDUM NO. 85- 121

TO: REGIONAL EXECUTIVE COMMITTEE

FROM: Gail R. Jeby *Gail R. Jeby*  
Assistant Regional Administrator  
for Financial Management

SUBJECT: Current Interest Rates

This will advise you of the current interest rates to be used for various administrative activities. For your information and comparison, I am also providing interest rates in effect for previous periods as stated in OASAM Memorandum 85-69 (April 16, 1985), which this memo supersedes:

<u>APPLICABILITY</u>	<u>RATE</u>	<u>EFFECTIVE DATES</u>
Rate to be used for assessing interest charges on debts due the Government and in evaluating the cost-effectiveness of <u>taking</u> prompt payment discounts.	9.0%	<u>07/01/85 - 09/30/85</u>
	9.0%	01/01/84 - 06/30/85
Rate to be used for computing late payment charges <u>assessed</u> <u>against</u> the Government (Renegotiation Act, Contract Disputes Act, Prompt Payment Act prescribed rate).	10.38%	<u>07/01/85 - 12/31/85</u>
	12 1/8%	01/01/85 - 06/30/85
	14 3/8%	07/01/84 - 12/31/84
	12 3/8%	01/01/84 - 06/30/84

If you have any questions, please contact me on extension 3094.

U.S. Department of Labor

Employment and Training Administration  
601 D Street, N.W.  
Washington, D.C. 20218



JUL 3 1985

JUL 26 1985

TRAVEL BULLETIN NO. 85 - 10

FROM:

*Edward Sienkiewicz*  
EDWARD SIENKIEWICZ  
Chief of Administrative Services

SUBJECT:

Use of Non-Contract Carriers for  
Return Trips to Residence While on  
Extended TDY at Employees Discretion

In consultation with the General Services Administration (GSA), the Department is issuing the following policy on the above subject.

As you know, GSA mandates the use of contract carriers for all Government authorized transportation. Furthermore, transportation is to be procured through the use of a Government Transportation Request (GTR), an authorized Government Travel Agent or a Government issued charge card. Use of cash for transportation services in excess of \$100 must be approved by appropriate personnel at the Departmental level or at GSA depending on the circumstances.

The exception to this rule is that if an employee elects to return to their residence on non-workdays rather than remain in TDY status, and the cost of the transportation exceeds the cost of per diem had they remained at the temporary duty station, then the employee must arrange transportation on their own behalf. Thus, a GTR or Government-issued charge card can not be used, nor can the employee obtain Government rates for their personal travel. In these instances, the traveler should acquire the ticket with their resources and may elect to use any carrier. Neither of these actions require Department or GSA approval. The traveler's reimbursement is limited to the amount of per diem or subsistence he/she would have received had the traveler remained at the temporary duty station.

Travelers must also be aware that if there is a saving to the Government by their returning to their official duty station on non-workdays, they are required to do so using a GTR or, preferably, a Government-issued charge card.

If you have any questions concerning this subject please contact Norman Perkins on 523-8184.