

Department of Energy (DOE)
Federal Employees Quick Reference
General Travel Guide
March 2026

This guide provides quick reference for DOE official travel. For full policy, refer to FTR and DOE travel directives.

Official TDY travel:

- ❖ requires an approved TA,
- ❖ must be >50 miles from duty station,
- ❖ support DOE mission, and
- ❖ vouchers submitted within 5 workdays post-trip.

Official and personal travel

- ❖ An employee *on leave*, who is directed to travel may be authorized:
 - 1) round trip travel from/to the leave location, Or
 - 2) travel from the leave location and return to the duty station.
- ❖ An *alternate departure or return location* may only be authorized when it is cost effective to DOE. Documentation supporting the cost advantage must be attached to the TA.
- ❖ Reimbursement will be limited to the cost of the contract fare by direct route on an uninterrupted basis.
- ❖ Government contract city pair fares cannot be used for personal travel.
- ❖ **Receipts are required** for all lodging, all air/train fare, and any expenses greater than \$75. Airline Ticket(s) must reflect payment source and be attached to the voucher.

Miscellaneous expenses may be authorized by your travel approving official. Supply purchases should be made through procurement only.

- ❖ **Local event registration fees and memberships fees** may be charged to the travel card. These fees should be processed using the government Purchase card if travel is more than 30 days out.

- ❖ **Laundry/pressing/dry cleaning** - may only be authorized in the continental US, and when on travel for 4 or more consecutive nights - up to 30 days.
- ❖ **Tips for Taxis** - Reimbursement may not exceed 15% of the fare.
- ❖ **POV mileage to/from the airport plus parking** is reimbursable. Parking may be reimbursed up to the cost of the roundtrip taxi fare. A quote must be provided.
- ❖ **Rental cars** must be authorized on the TA. Compact is the authorized vehicle class. Vehicles should be reserved through the TMC only. The Government is self-insured and additional insurance is a personal expense. Travelers will not be reimbursed for the pre-paid refueling option. **See FTR §301-10.450.**
- ❖ **Non-Federal Source (NFS) Travel:** Contact General Counsel at standardsconduct@hq.doe.gov, when offered either benefits or payment for travel expenses. Questions about NFS policy should be addressed to Travel.Management@hq.doe.gov.

Government Travel Charge Card

- ❖ Must be used for All official travel expenses
- ❖ Limit ATM withdrawals
- ❖ Payment to the bank in full must be made by the 24th of the month whether or not you have been reimbursed by DOE.
- ❖ The bank will **Suspend** a travel charge card account when the Past Due Balance is not paid in full within 60 days of the statement date and **Close** the account after 120 days.
- ❖ Delinquencies are reported to Head of Elements monthly.

Foreign Travel

Pre-Planning is crucial to ensure all necessary arrangements are made effectively and efficiently, including obtaining visas. Plan well in advance for an international trip, you **MUST** have the following documentation:

- 1) travel authorization and approval,
- 2) an approved Foreign Travel Approval Request (TR) within the Foreign Travel Management System (FTMS),

- 3) a granted country clearance from the US Embassy of the country to be visited,
- 4) a valid Official or Diplomatic Passport; and
- 5) a valid Visa (if required)

Securing a visa varies from 1-30 days. Contact MA-45 at 202-586-3601 as soon as you know of an upcoming foreign trip.

FTMS is the Department's travel system that tracks foreign travel conducted by DOE Federal and contractor employees. Travel must be approved in FTMS and country clearance must be granted prior to travel.

Within 24 hours after a **TA is approved in ETS**, the TA should appear in FTMS in draft status. When the transfer is complete, a bold **C** will appear at the end of the trip number describing ETS designation.

Jet ICU – Travel insurance is available for DOE employees who travel for official purposes. This is a comprehensive program providing 24/7 emergency evacuation, and travel assistance for DOE Federal employees.

Travel Arrangements (Air, rail, lodging, rental car) for official business **must** be made through the TMC or ETS (FTR §301-50.1).

TSA requires tickets to include the full name (same as on ID shown to airport security), date of birth, and gender. To set up a profile with this information in Concur, go to the Concur help desk page: <http://gotravel.doe.gov/>

TSA PreCheck: Only employees with a Q-Sensitive Compartmented Information (Q-SCI) clearance may be granted TSA Pre-check Screening through DOE. Please contact the Office of Intelligence and Counterintelligence at INPERSEC Team, INPERSEC@in.doe.gov

Government contract city pair air fares may not be used for personal travel. The TMC will compare fares to ensure that the lowest fare is ticketed. The traveler is responsible for additional costs from any **unauthorized use of a non-contract carrier**.

Approval of Cash Purchase of Transportation in Excess of \$100 is required if a traveler must purchase their own tickets for personal travel in conjunction with official travel. The request must include:

- ❖ Request form for approval,
- ❖ **Approved** travel authorization,
- ❖ A valid receipt of payment and,
- ❖ Cost comparison **from ADTRAV**. All documents must be submitted to Travel.Management@hq.doe.gov, prior to reimbursement.

Transportation purchased with airline credits or mileage points are not reimbursable.

Premium Class Air Travel: Premium Class fares paid by DOE may be reported to GSA annually. Fares must be approved by the Office of Travel Management in advance of travel and meet one of the exceptions in FTR §301-10.100. **Premium class is not entitlement.**

The Approving Official must consider the additional cost, the mission of the travel, and FTR eligibility requirements.

Premium class to accommodate a **disability** requires advance approval by the Office of Human Capital. Contact MA-45 on x3-2500, option 4, or email: Travel.Management@hq.doe.gov, for guidance.

- ❖ **Approval forms are available on the ConcurGov Reference at:**
 - <https://gotravel.doe.gov/docs/PREMIUMCLASSAPPROVALREQUEST.pdf>

Economy-Plus Seat Assignments are reimbursable when approved by an Approving Official, in accordance with FTR §301-10.100. **Seating** upgrades at **no** cost to DOE using miles, vouchers, or airline status *after the coach e-ticket is issued* do not require additional approvals.

Actual Expense must be authorized only when one of the requirements of FTR §301-11.17 is met.

Per Diem- Lodging, meals, and incidental expenses (M&IE) are based on locality. Domestic per diem rates may be found at <http://www.gsa.gov>. Domestic lodging taxes may be claimed as a separate expense. **Lodging tax in foreign countries is included in the Department of State authorized** lodging rates.

Per Diem is not allowed for travel conducted in less than **12 hours**. **Meals furnished by the Government , or included in a registration fee**, must be **deducted** from the M&IE allowance.

Incidental Expenses - Included in the M&IE (meals and incidental expenses) to cover expenses such as tips to porters, maids, and baggage carriers.

Non-Refundable Tickets -

- ❖ Should be 99% certain of travel
- ❖ Only purchase through ETS or ADTRAV
- ❖ Should only be charged to the House Account (CBA).
- ❖ Any changes will result in airline penalties and fees.

Non-refundable seats are NOT upgradable. Reservations will auto-cancel if the authorization is not stamped APPROVED within 24 hours. Partially used tickets have NO value for future travel. Reservations must be canceled or value of ticket is lost. Missed flights are “no shows” and incur penalties. Credits are not transferable between travelers or airlines. The carrier must accommodate the traveler when bumped or when their flight is canceled due to weather or mechanical problems. The employee and approving official must be fully aware of all of the terms and conditions of the ticket.

Useful Telephone Numbers & Email

Travel Policy Questions, Travel Card, Concur Help Desk

Phone: (301) 903-2500 Option 4

Email: Travel.Management@hq.doe.gov

ADTRAV (24 hours).....1-888-205-2369

Email: doedc@adtrav.com

Citi Customer Service.....1-800-790-7206

Website:CitiManager.com/login

State Lodging Tax Exemption Forms: <https://smartpay.gsa.gov/content/state-tax-information>

DOE Travel Order (DOE 550.1) and Manual (DOE 552.1-1A) may be accessed via the Department's Directives Portal at: <https://www.directives.doe.gov>

FTR: <https://www.ecfr.gov/current/title-41/subtitle-F>

Concur Reference/Help: <https://gotravel.doe.gov/default.html>

Additional links and resources

Foreign Travel Management System: <https://ftms.doe.gov>

Centers for Disease Control Traveler Health: <http://www.cdc.gov/travel>

DOE Laptop Loan for Foreign Travel: Contact 301-903-2500

Department of State (DOS) eCountry Clearance:

<https://myservices.servicenowservices.com/ecc>

DOS Emergency Assistant: <https://travel.state.gov/content/travel/en/contact-us/Emergencies-Abroad.html>

DOS Alerts and Warnings: <https://travel.state.gov/en/international-travel/travel-advisories.html>

DOS Tips for Traveling Aboard: <https://travel.state.gov/en/international-travel/planning/checklist.html>

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