

8. STAFF TRAVEL ALLOWANCES

Effective for all staff travel commencing on or after January 1, 1988:

(a) The revised rates under the five-tier system of travel allowances will be as follows:

Standard Rates		
Hotel	Subsistence	Total
\$45	\$40	\$85
55	45	100
60	55	115
75	65	140
85	75	160

The tier which applies for each country is shown in Attachment I to EBAP/87/283 (12/23/87). In cases where the actual hotel bill, as presented, exceeds the hotel rate, settlement will be made on the basis of actual hotel expenses. Similarly, in cases where the proposed subsistence rates prove to be inadequate, travel claims supported with adequate documentation will be reimbursed on an actual expense basis.

(b) Special subsistence allowances will apply for Paris and Tokyo. These allowances are:

Paris	\$ 85
Tokyo	\$130

The allowances are applicable only to business travel and when hotel accommodations are used. Management is authorized to adjust these rates, or add further cities, as required to reflect changes in subsistence costs.

(c) The in-and-out allowance will be raised to \$40 and the one-day trip allowance to \$35.

(d) The lump sum allowance will be raised to \$210 for each authorized stopover en route from Washington to the first official destination and en route from the last official destination to Washington. The lump sum will only be paid for authorized stopovers when there is specific evidence that they have been taken. The allowance will be reduced in the event the airline pays for the hotel room. Where overnight flights are required on the regular, most direct route, a daily subsistence allowance of \$60 will be paid to meet subsistence expenses the following day. When the lump sum is clearly and grossly inadequate, actual expenses will be reimbursed on the basis of an adequately documented list of all expenses incurred during travel from and to Washington.

(e) The home leave allowance will be raised to \$990 for a staff member and \$490 for a spouse and each dependent child.

(f) The additional allowance for department heads and heads of missions at the mission site will be raised to \$7 per day. (EBAP/87/283, 12/23/87; and Cor. 1, 12/28/87)

Adopted December 30, 1987