



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

NOV 06 2012

FINANCIAL MANAGEMENT MEMORANDUM 2013-005 (Vol X.B)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn *D.A. Glenn*
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Waiver for Actual Expense Per Diem for Official Travel to Connecticut, New Jersey and New York – Post Hurricane Sandy

As a result of the damaging impact from tropical cyclone Sandy, the President of the United States has declared parts of Connecticut (HQ-12-127), New Jersey (HQ-12-124), and New York (HQ-12-123) major disaster areas. This declaration waives the requirements for pre-approval of actual expense per diem for travel to the areas of Connecticut, New Jersey, and New York, which were affected by the disaster declaration.

Declaration HQ-12-127 became effective October 27, 2012, and will remain in effect until January 31, 2013.

The following locations and counties have been identified as the impacted areas.

- **Connecticut:**
 - Fairfield County
 - Mashantucket Pequot Indian Reservation
 - Middlesex County
 - New Haven County
 - New London County

- **New Jersey:**
 - Atlantic County
 - Cape May County
 - Essex County
 - Hudson County
 - Middlesex County
 - Monmouth County
 - Ocean County
 - Union County

- **New York:**
 - Bronx County

- Kings County
- Nassau County
- New York County
- Richmond County
- Suffolk County
- Queens County

The following conditions apply regarding travel to the affected areas:

Temporary Duty (TDY) Travel

- Travelers are authorized actual per diem expense reimbursement not to exceed 300 percent.
- If circumstances prevent the traveler from obtaining lodging at the authorized TDY location, then travelers are authorized the per diem rate for the location where lodging is actually obtained.

Extended TDY

Travelers who will be on TDY or training related travel for periods of 30 days or more are subject to the restrictions outlined in Financial Management Memorandum 2009-004.

- Travelers are encouraged to pursue long-term lodging to reduce costs as much as reasonably possible.
- Under unusual situations the reduced rate may be increased or decreased depending on the conditions and necessary cost that must be incurred by the traveler.
- The reduced rate should be established based on the conditions that exist when travel is performed.

Relocation Travel

- The requirements for temporary quarters to be within reasonable proximity to the new official station will be waived for areas affected by the flooding. However, the Department of the Interior requirements for authorizing extensions of temporary quarters subsistence expense (TQSE) beyond 60 days cannot be waived.
- TQSE in the affected areas will not be limited to the standard Continental United States rate. Authorization may be granted for the locality per diem rate or the actual expense reimbursement allowance.
- House hunting trips may be paid as an actual expense allowance.

Questions regarding this memorandum should be referred to James Herring, Financial Travel Specialist in the Office of Financial Management at (202) 208-5677 or via e-mail at James_Herring@ios.doi.gov.