



## Travel Policy Handbook Acronyms and Definitions

Terms	Acronym	Definition
Actual Expense	AE	Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem and is subject to the same definitions and rules governing per diem.
Agency Program Coordinator	APC	An individual appointed to serve as the focal point for management and program execution in accordance with the Department established policies and procedures. This individual serves at Level 2 and provides oversight for Level 4 Organizational Program Coordinators (OPC). The APC serves as liaison between the cardholders and the card vendor; provides on-going advice; audits card accounts as required; and keeps necessary account information current.
Agency/Organization Program Coordinator	A/OPC	The POC primary responsibility includes overseeing the travel charge card program for their agency/organization. Serve as a liaison between the cardholder, the bank, and the agency's management.
Authorizing Official	AU/O	The AU/O reviews travel, trip arrangements, travel expenses, and travel funds obligations. These individuals must be knowledgeable of the Department's travel policies. The AU/O will limit the authorization and payment of official travel expenses to only those expenses that are necessary and most cost effective. An AU/O shall not authorize his or her own travel.
Automated Teller Machine Cash Withdrawal	ATM	An authorized cash withdrawal used to meet official travel needs. Cash withdrawals should only be associated with official travel.
Approving Official	AO	Individual with the authority to authorize or approval travel authorizations/vouchers and applications to obtain travel cards. Approving officials <u>must not certify</u> vouchers that do not include required documentation or provide a justification for not having attached documents.



## Travel Policy Handbook Acronyms and Definitions

Terms	Acronym	Definition
Capacity Controlled Fare	_CA	These are fares that do not have ticketing time limits, advance purchase requirements, minimum or maximum stay requirements, travel time limits, extended calendar blackouts of more than five consecutive days duration, or flight-specific service (i.e., apply to all flights in a market), penalty, or change or cancellation fees. Restricted fares subject only to limits on seat availability are capacity controlled. These fares are offered by some City Pair Contract Carriers when making a reservation in advance. The Capacity Controlled Fare is not effective until the traveler is actually ticketed.
Centrally Billed Account	CBA	A card or account issued to a Bureau/Operating Unit for the purchase of official transportation services arranged through a Travel Management Center (TMC) while an employee is in temporary duty (TDY) travel or relocation status. Payments are made directly to the bank by the Government. The Government is liable for all charges on CBAs. These accounts are subject to the Prompt Payment Act of 1982 as amended.
Chief Financial Officer	CFO	A senior executive with responsibility for the financial affairs of an agency or department.
Chief Financial Officer/Assistant Secretary for Administration	CFO/ASA	Establishes and monitors implementation of Departmental policies and procedures for administrative functions affecting program operations in Commerce's Operating/Units. These administrative functions include: budget and financial management, strategic planning and performance management, human resources management and civil rights, employee safety and health, procurement and small business utilization, grants management, travel and transportation of household goods, real property and facilities management, directives management, and security.
Civilian Board of Contract Appeals	CBCA	The Civilian Board of Contract Appeals (CBCA) hears and decides claims by federal employees under 31 U.S.C. § 3702 for reimbursement of expenses incurred while on official temporary duty travel or in connection with relocation to a new duty station.
City Pair Program	CPP	A GSA-sponsored program that offers fares considerably lower than comparable commercial fares, saving the Federal Government billions of dollars annually.
Code of Federal Regulation	CFR	The codification of the general and permanent rules and regulations.



## Travel Policy Handbook Acronyms and Definitions

Terms	Acronym	Definition
Common Carrier	N/A	Private-sector supplier of air, rail, or bus transportation.
Commuting Area	N/A	The area surrounding the official duty station within which it is practical for an employee to commute daily to perform his/her duties at a point away from the official duty station without becoming entitled to per diem. The Department has defined the distance less than 50 miles within the employee's daily commute.
Compensatory Time Off for Travel	CTT	Time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable.
Conference	N/A	A meeting, retreat, seminar, symposium or event that involves attendee travel. The term "conference" also applies to training activities that are considered to be conferences under <a href="#">5 CFR 410.404</a> .
Continental United States	CONUS	The 48 contiguous States and the District of Columbia.
Continuity of Operations	COOP	An effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack- related emergencies.
Contract Carriers	N/A	U.S. certificated air carriers which are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.
Department of Commerce	DOC	Serves as the voice of U.S. business within the President's Cabinet as part of the economic team.
Department Organization Order	DOO	Prescribe the basic management structure and organizational arrangements of the Department of Commerce. DOOs are issued for each Secretarial Officer, Departmental Office, and Operating Unit of the Department of Commerce.



## Travel Policy Handbook Acronyms and Definitions

Terms	Acronym	Definition
Departmental Agency Program Coordinator	DAPC	An individual appointed to serve as the department- wide focal point for management, oversight, and program execution in accordance with GSA SmartPay and OMB guidance. This individual serves at Level 1 and provides oversight for Level 2 APCs. The DAPC serves as liaison between GSA, the card vendor, APCs and internal management.
E-Gov Travel Service	ETS2	The Government-contracted, end-to-end travel management service that automates and consolidates the Federal travel process in a self-service Web- centric environment, covering all aspects of official travel, including travel planning, authorization, reservations, ticketing, expense reimbursement, and travel management reporting. <a href="#">Refer to FTR §301- 73.100</a>
Extended TDY Tax Reimbursement Allowance	ETTRA	<p>(a) Taxes on extended TDY benefits are computed using exactly the same processes described in this Part for the WTA and RITA except that:</p> <p>(1) The tax process for extended TDY benefits uses the term “withholding tax allowance” (WTA) in exactly the same fashion as the process for taxes on relocation allowances; however, in place of the term “relocation income tax allowance,” the tax process for extended TDY benefits uses the term “extended TDY tax reimbursement allowance” (ETTRA);</p> <p>(2) All benefits are taxable under extended TDY, so the sections of this Part that discuss which benefits are taxable and which are not have no relevance to ETTRA.</p>
Extended Storage	N/A	Storage of household goods while assigned to an official station or post of duty to which the employee is not authorized to take or unable to use the household goods or is authorized in the public interest.
Federal Travel Regulation	FTR	This regulation implements statutory requirements and executive-branch policies for travel by Federal civilian employees and others authorized to travel at Federal Government expense; it is presented in a user-friendly question-and-answer format on the GSA Web site.
Federal Traveler	N/A	A civilian, uniform or foreign services traveler who travels on a Government aircraft.



## Travel Policy Handbook Acronyms and Definitions

Terms	Acronym	Definition
FedRooms Rates Lodging Program	<u>FedRooms</u>	The official Government-wide, Government- sponsored lodging program simplifies the lodging process for Federal travelers and saves the Government money. The program provides certain benefits that have been negotiated with participating hotels. The FedRooms rate is not the same rate offered under unmanaged Government lodging rates.
Foreign Air Carrier	N/A	An air carrier who is not holding a certificate issued by the United States.
Foreign Area	N/A	Any area, including the Trust Territories of the Pacific Islands, situated both outside CONUS and the non-foreign areas.
Foreign Service National	FSN	Foreign Service National employees (often referred to as Locally Engaged Staff, LES) are citizens of the countries in which the Department maintains diplomatic posts and consulates.
Fraud	N/A	Any felonious act of corruption or attempt to cheat the Government. Use of the Government charge card to transact business that is not sanctioned, not authorized, not for the purpose for which the card was issued, nor as part of official Government business, are instances of fraud.
Frequently Asked Questions	FAQ	Listed questions and answers, all supposed to be commonly asked in some context, and pertaining to a particular topic.
Frequent Traveler	N/A	Any Department employee who travels five or more times per year is mandated to use the travel card while traveling on official Government business unless an exemption has been approved.
Full Coach Fare	N/A	The price of a coach fare available to the general public on a scheduled air carrier between the day that the travel was planned and the day the travel occurred.
Furnished Meal	N/A	A meal provided to an employee, either directly from the Government or as a result of the Government paying a registration fee or other cost which allows the employee to attend a conference or other event. If the Government has already paid for a meal, the traveler must deduct the allocated amount when filling their travel voucher.
General Services Administration	GSA	GSA oversees the business of the U.S. Federal Government. Its policies covering travel, property, and management practices promote efficient Government operations.



## Travel Policy Handbook Acronyms and Definitions

Terms	Acronym	Definition
Government Aircraft	N/A	An aircraft that is operated for the exclusive use of an executive agency and is a Federal aircraft owned or borrowed by the agency.
Government Travel Charge Card	GTCC	A payment vehicle used by the Federal Government to pay for official Travel-Related expenses.
Government-Furnished Automobile	GOV	An automobile, light truck, vans, or pick trucks that is owned by agency, assigned from GSA fleet, or leased by the Government for a period of 120 days or longer from a commercial source.
Household Goods	HHG	Property, unless specifically excluded, associated with the home and all personal effects belonging to an employee and their immediate family members on the effective date of the employee's change of official station travel authorization that legally may be accepted and transported by a commercial HHG carrier. Refer to <a href="#">FTR Part 300-3</a> , Glossary of Terms for information on what is or is not included in HHG.
Human Resource Office	HRO	An organizational unit that manages the human capital functions.
Immediate Family	N/A	Named members of the employee's household at the time he/she reports for duty at the PDS or performs other authorized travel involving family members. Refer to <a href="#">FTR Part 300-3</a> , Glossary of Terms for members covered.
Individually Billed Account	IBA	An account issued to an employee to pay for the employee's official Travel-Related expenses such as meals, lodging, and rental vehicle while in a temporary duty (TDY) travel or relocation status.
Interviewee	N/A	An individual who is being considered for employment by an agency. The individual may currently be a Government employee.
Invitational travel	ITO	Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY.
Limited Open Travel Authorization	LOTA	This authorization is reserved for frequent travelers or COOP designees. Each trip requires oral/written approval by the traveler's approving official.



## Travel Policy Handbook Acronyms and Definitions

Terms	Acronym	Definition
Local Commuting Area	N/A	The geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.
Lodgings-plus per diem system	N/A	The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the travelers pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.
Non-Federal traveler	N/A	An individual who travels on a Government aircraft but is not a Federal traveler. Dependents and other family members of Federal travelers who travel on Government aircraft are considered to be non-Federal travelers within this regulation.
Non-foreign area	N/A	The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and the territories and possessions of the United States (excludes the former Trust Territories of the Pacific Islands, which are considered foreign areas for the purposes of the FTR).
Official Duty Station	ODS	An area defined by the Department that includes the location where the employee regularly performs his or her duties or an invitational traveler's home or regular place of business (see <a href="#">FTR §301-1.2</a> ). The area may be a mileage radius around a particular point, a geographic boundary, or any other definite domain, provided no part of the area is more than 50 miles from where the employee regularly performs his or her duties or from an invitational traveler's home or regular place of business. If the employee's work involves recurring travel or varies on a recurring basis, the location where the work activities of the employee's position of record are based is considered the regular place of work.





## Travel Policy Handbook Acronyms and Definitions

Terms	Acronym	Definition
Official Telephone Call		Telephone calls are considered official when the employee calls because of delays due to official business or transportation; the employee and/or spouse are traveling for two or more nights at the new duty station on an approved house hunting trip and the employee calls the old duty station; the employee travels for two or more nights from the old duty station to the new duty station; or, the employee makes a brief call to immediate family members that remain at the old duty station. There are no limits on the number of official phone calls the employee can make while traveling; however, only those phone calls necessary to conduct official business should be made and within the allowance specified on the Travel Authorization.
Official Travel	N/A	Travel under an official travel authorization from an employee's official station or other authorized point of departure to a temporary duty location(s) and return, between two (or more) temporary duty locations, or relocation between official stations.
Organization Program Coordinator	OPC	An individual serving as the local focal point for managing, establishing and maintaining accounts, and issuance and closure of accounts. This Level 4 provides oversight of the day-to-day function for the travel card program at the staff/line office, station, or unit.
Other than Coach-Class	N/A	Classes of travel accommodations that are higher than coach-class in both cost and amenities and is generally referred to as first-class or business-class. Other-than-Coach class travel may be used with specific agency authorization only (business-class accommodations for the Amtrak Acela Express do not require specific agency authorization).
Passenger	N/A	Any person who flies onboard a Government aircraft, but who is not a crewmember or qualified non- crewmember.
Per diem allowance	N/A	A daily payment instead of reimbursement of actual expenses for lodging, meals, and related incidental expenses. It is separate from transportation expenses and other miscellaneous expenses. Lodging taxes are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense.





## Travel Policy Handbook Acronyms and Definitions

Terms	Acronym	Definition
Personally Identifiable Information	PII	PII includes information regarding an individual that identifies, relates to, is unique to, or describes the traveler's home address, date of birth, social security number (full/truncated), account numbers and so forth. Traveler's PII shall be kept in a secure location and not left out in the open or circulated to individuals not having an official need to know. Email containing PII should follow the prescribed method for transmission, such as using the secured transmission protocol of the Department.
Privately owned aircraft	N/A	An aircraft that is owned or leased by an employee for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased by an employee for use in carrying out official Government business.
Privately Owned Vehicle	POV	Any vehicle operated by an individual that is not owned or leased by a Government agency and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.
Reasonable Accommodation Coordinator	RAC	A representative from the operating unit human resources office who acts as an impartial advisor and has specific responsibilities as part of the reasonable accommodation process.
Reduced per diem	N/A	Per diem that may be authorized when there are known reductions in lodging and meal costs or when your subsistence costs can be determined in advance and are lower than the prescribed per diem rate.
Relocation service company	RSC	A third-party supplier under contract with an agency to assist a transferred employee in relocating to the new official station. (Refer to <a href="#">FTR Part 301-3</a> , Glossary of Terms for services that may be included.)
Relocation Income Tax Allowance	RITA	Payment to the employee to cover the difference between the withholding tax allowance (WTA), if any, and the actual tax liability incurred by the employee as a result of their taxable relocation benefits; <i>RITA</i> is paid whenever the actual tax liability exceeds the WTA.
Senior Travel Official	STO	The designated individual who is responsible for developing and implementing policies and controls to ensure efficient spending on travel and conference-related activities and fulfills the responsibilities outlined in <a href="#">FTR Bulletin FTR 14-08</a> .
Space available travel	N/A	Travel in space available on a Government aircraft that is already scheduled for an official purpose.



## Travel Policy Handbook Acronyms and Definitions

Terms	Acronym	Definition
Special conveyance	N/A	Commercially rented or hired vehicles other than a privately owned vehicle and other than those owned or under contract to an agency. The Uber and Lyft car services meet this definition.
Special needs	N/A	Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the weight or height of the traveler.
Subsistence expenses	N/A	Expenses such as: Lodging and service charges; Meals, including taxes and tips; and Incidental expenses.
Temporary Change Station	TCS	Relocation to a new official station for a temporary period while performing a long-term assignment, and subsequent return to the previous official station upon completion of that assignment.
Temporary Duty Location	TDY	A place, away from an employee's official station, where the employee is authorized to travel.
Temporary Quarters Subsistence Expenses	TQSE	A discretionary allowance that is intended to reimburse employees for some of the expenses associated with lodging, food, and other necessities when occupying temporary lodging at the old or new duty station.
Transit system		A form of transportation used between authorized locations in the performance of official travel.
Travel Advance	Advance	Prepayment of estimated travel expenses paid to an employee/traveler.
Travel Authorization	TA	Written or electronic permission to travel on official business. There are three basic types: unlimited open; limited open; and trip-by-trip.
Travel Claim	Voucher	A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel.
Travel Management Center	TMC	The commercial travel service used by your agency to issue airline tickets and make airline, rail, hotel, and car rental reservations.
Travel Management Division	TMD	The Division that issues Department-wide policy for Travel-Related programs.



## Travel Policy Handbook Acronyms and Definitions

Terms	Acronym	Definition
Travel Management Service	TMS	A service for booking common carrier, lodging accommodations, and car rental services; fulfilling reservations; providing basic management information on those activities; and meeting other requirements as specified in <a href="#">FTR §301-73.106</a> . A TMS may include a TMC, Commercial Ticket Office (CTO), an electronically available system, other commercial methods of arranging travel, or an in- house system.
Travel Status	N/A	The period an employee is traveling on official business, <i>e.g.</i> , between the official duty station and the point of destination, between two temporary duty points, local travel, and the usual waiting time which interrupts travel, and local travel. The period begins with departure from home, official duty station, or other authorized point, and ends with return to such a point. Each hour spent by an employee in travel status away from the official duty station of the employee, that is not otherwise compensable, shall be treated as an hour of work or employment for purposes of calculating compensatory time off except for a SES.
United States	US	The 48 contiguous States, the District of Columbia and the States and areas defined under the term “Non- Foreign Area.”
Withholding Tax Allowance	WTA	The amount paid to the Federal IRS by the agency as withholding of income taxes for any taxable relocation allowance, reimbursement, or direct payment to a vendor.