

**DEPARTMENT OF LABOR:
TRAVEL
REGULATIONS EFFECTIVE
SEPTEMBER 1, 1913**

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Department of Labor: Travel Regulations Effective September 1, 1913 by Various

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U.S. DEPARTMENT OF LABOR

TRAVEL REGULATIONS



EFFECTIVE SEPTEMBER 1, 1913



WASHINGTON
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REGULATIONS GOVERNING TRAVELING EXPENSES.

DEPARTMENT OF LABOR,
OFFICE OF THE SECRETARY,
Washington, July 5, 1913.

To officers and employees of the Department of Labor and others traveling on official business for the department:

The following regulations shall govern the allowance of traveling expenses incurred for travel on official business, except where specific laws provide otherwise:

1. Employees traveling on official business are required to provide themselves with sufficient funds for all current expenses. If loss of time or extra expense results from lack of funds, such time will be charged to annual leave or deducted from salary, and no extra expense will be allowed. No subsistence charges will be allowed for such lost time.

2. No travel should be undertaken without previous authority issued in the regular manner by the proper administrative officer.

3. Traveling expenses, which will be reimbursed by the department, are confined to those expenses usual to the ordinary comforts of a traveler, and include the following:

A. TRANSPORTATION.

4. Actual fares on railroads, steamboats, and other conveyances will be allowed. Special conveyance, such as livery, or the hire of a boat, bicycle, motor cycle, or automobile in lieu of livery, is allowed only when no public

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or regular means of transportation are available, or when such regular means of transportation can not be used as advantageously in the interest of the Government, in which case a subvoucher and explanation must accompany the reimbursement account.

5. All travel must be by the **shortest usually traveled route**. The fares in all cases must not exceed the regular first-class limited fares charged the general public.

6. Where it is necessary to use **extra-fare trains**, full explanation must appear in the voucher, showing what official necessity required the use of transportation at excess rates.

7. **Delay in travel**.—Stopping over at any point or any detention en route, or any deviation from the shortest usually traveled route, must be satisfactorily explained. If due to exigencies of travel, such as changing cars, awaiting train accommodations, accidents, etc., and fully explained in the voucher, the additional expense will be allowed.

8. If **stop-over or deviation from direct route for employee's convenience** is made, the voucher must show the **actual expenses as they were incurred**.—Deductions will be made before payment of all charges not properly payable by the United States. Where employees travel by **circuitous routes** for their own convenience or use expensive means of transportation for their own comfort, every doubt with reference to charges will be resolved against the employee.

9. **Railroad tickets** should be obtained at regular ticket offices. If transportation is purchased from conductors on trains, the employee must pay the extra cost, unless he furnishes satisfactory explanation.

10. Where **extra-fare trains** are used, the time of actual arrival of train at destination must be shown, in order that the Government may recover the penalty for lost time, if any is provided in the tariff. The train number or name and time of leaving starting point must be given. Extra-

fare refund slips should be turned in to the department for redemption.

11. Points between which travel is performed and the date and hour of arrival at and departure from official station must be indicated in the voucher.

12. **Transportation at round-trip or special rates.**—Employees are required to exercise care and judgment in the interest of economy in the purchase of transportation, whether it be obtained in exchange for cash or for transportation requests. Efforts should be made to take advantage of reduced rates for round trips when applicable to the travel to be performed; or of any special rates effective on the day of purchase. Whenever transportation is purchased at round-trip or other special rates, the voucher must so indicate. If ticket is procured on a Government request, the round-trip or special rate should be noted on the duplicate request.

13. **Mileage.**—As a means of further reducing the cost of passenger transportation, the use of mileage tickets or scrip books and the various kinds of multiple-trip tickets is recommended. This recommendation is made dependent upon the character and frequency of travel and upon the requirements necessary in the proper care and handling of tickets.

14. Tickets described in paragraph 13 have a territorial and time limit, and with few exceptions are nontransferable. While a material saving in the cost of transportation is indicated in the low rate charged, the saving becomes a reality only when the individual purchaser is able to use the entire ticket within the time limit, since a refund on account of an unused portion is based upon the value of the portion used at the regular straight-ticket rates. If, after making necessary inquiries, it is found that mileage, scrip, or multiple-trip tickets can be used to advantage and with a saving to the Government, the administrative office may authorize the purchase thereof.

15. Tickets of this character should always be obtained on transportation requests, and the traveler must describe

the ticket on the face of the memorandum request by name, serial number, and ticket letter and number, and by the number of miles or trips it contains, and price.

16. A careful record of this class of ticket from its purchase until entirely used will be kept, and the traveler must indicate for each trip, in addition to the starting point and destination, transportation request number, and the number of coupons pulled from mileage books and the money value of coupons pulled from scrip books in every voucher where any part of such books is used and also the regular fare.

17. When a mileage book has been entirely used, the cover, if it has any redemption value, must be promptly turned over to the disbursing clerk of the department, through the proper bureau or office, except in cases where it is necessary to surrender the cover with the last mileage used. In such cases, when the cover has a redemption value, the receipt obtained from the ticket agent, train auditor, or conductor should be turned in.

18. All unused tickets or parts of tickets purchased, or obtained on Government requests for transportation, must be promptly forwarded with explanation to the disbursing clerk of the department, through the proper bureau or office, who will conduct all correspondence relative to refunds, etc. The description of the ticket must show starting point and destination.

19. If the traveler has surrendered his ticket to the conductor and desires to leave the train before reaching the destination indicated on the ticket, he should request the return of the ticket from the conductor, who will show on the ticket where the traveler left the train. In case the conductor refuses to return the ticket, that fact should be reported when refund report is made.

20. Care should be taken to stop baggage that has been checked on the ticket at the same point where the traveler leaves the train. If, on account of change of route or other reason, baggage can not be

intercepted and transferred and is carried through to destination on unused portion of ticket, full statement of facts should be made to the disbursing clerk at the time of transmitting the unused ticket.

21. Only one mileage or scrip book should be purchased on one transportation request.

B. SLEEPING AND PARLOR CAR ACCOMMODATIONS AND BERTHS ON STEAMERS.

22. One double berth for each person or a seat in parlor car will be allowed. When especially authorized or when the exigencies of travel require it, a full section or a stateroom may be allowed. Such charges must be accompanied by an explanation.

23. All charges for sleeping and parlor car accommodations must be supported by the berth or seat check, where such a check is issued.

24. Through sleeping or parlor car tickets must be obtained where possible.

25. The allowance is for either a lower or upper berth; the kind of berth actually obtained must be stated.

26. Berths in tourist sleepers must be described as such.

27. When using Government requests for transportation for parlor or sleeping car accommodations the passenger's check must be attached to the memorandum request before it is transmitted to the Department.

28. **Staterooms on vessels.**—Customary stateroom accommodations will be allowed on steamers and other vessels.

29. Stateroom accommodations can be charged for only when fare on steamer does not include berth.

30. Where **stateroom checks** are issued they must be attached to the voucher when paid for in cash, or to memorandum request when obtained on a Government request.