## Section C. Reimbursement Guidelines

**Introduction**

Specific questions regarding travel policies contained in the Federal Travel Regulations (FTR) should be referred to the local civilian travel management specialist or the Authorized Certifying Officer (ACO). Additional information about Coast Guard travel policies and the FTR can be found at the Coast Guard Pay and Personnel Center (PPC) web site (see Appendix I). This section contains general guidance for specific reimbursement issues for Auxiliarists.

**C.1. Per Diem Allowance**

Auxiliarists traveling on official orders may be authorized per diem. Per diem is provided to cover the costs of lodging, meals, and certain incidentals while traveling.

**C.2. Transportation**

Travel on official business shall be by the method of transportation that will result in the greatest advantage and least cost to the Government.

C.2.a. Air, Rail, or Bus

Normally, commercial transportation is considered to be the most advantageous to the Government. Auxiliarists traveling by air under government orders must use discount prices available through Government contract air carriers when available. Similar Government contracts exist for rail and bus transportation and must be used if available. Failure to use these rates will make the Auxiliarist liable for the difference between the contract carrier and actual rates. These rates are available upon presentation of the Auxiliarist's ID card and a copy of the official orders. Frequent traveler miles, credits, or points derived from official travel may be retained and utilized by Auxiliarists to conduct personal travel.

C.2.b. Personally Owned Vehicle (POV)

Travel using a POV will only be authorized when its use is advantageous to the Government. Use of this means of transportation must be specifically authorized on the orders. POV-related reimbursable expenses must also be specifically authorized. If no such expenses are authorized for reimbursement, then the following provision should be included on the orders, "POV authorized for liability purposes only, not reimbursement." POV-related reimbursable expenses may include mileage at the prevailing FTR mileage rate, fuel receipts in lieu of mileage, tolls, and parking. The Claim For Reimbursement Form (SF 1164) should be utilized whenever possible for local POV mileage. It can be found on the Auxiliary web site and should be used when travel distance to an assigned site is less than 50 miles one-way.

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| C.2.c. Rental Cars | When authorized, Auxiliarists may use rental cars while on official travel. Rental car costs, together with the costs of fuel, tolls, and parking, are reimbursable. The costs of damage waivers or insurance are not reimbursable. |
| C.2.d. Unused Airline Tickets | Unused airline tickets remain the property of the Government and must be returned for credit. |
| **C.3. Lodging** | When Government lodging is not available and commercial lodging is authorized, an Auxiliarist will be reimbursed for lodging at a rate not to exceed the prescribed per diem rate for that particular geographic area. The prescribed per diem rates are listed in the FTR and are available at the PPC web site (see Appendix I).<br><br>If lodging is required at a rate exceeding the maximum lodging rate, prior authorization for actual lodging expenses must be obtained in order to get full reimbursement. This authorization must be attached to the orders and submitted with the travel claim. |
| **C.4. Subsistence** | Auxiliarists are eligible to dine in Coast Guard dining facilities, e.g., while under orders attending a "C" school at a Coast Guard TRACEN. The dining facility must be notified in advance when Auxiliarists plan to dine there, especially at smaller facilities, to ensure sufficient meals are prepared. |
| C.4.a. Access to Dining Facility/ Reimbursable Orders | If Auxiliarists have to pay for their meals at a Coast Guard dining facility (CGDF), they will be reimbursed for what they pay. The Auxiliarist's orders must be endorsed at the dining facility to show the number and type of meals provided. |
| C.4.b. Access to Dining Facility/ Non-Reimbursable Orders | When assigned to duty under nonreimbursable orders at a place that is accessible to a CGDF, Auxiliarists shall be provided with partial rations, entitling them to dine without paying. Auxiliarists are eligible to receive meals at the discounted daily meal rate. The Auxiliarist's orders must be endorsed at the dining facility to show the number and type of meals provided. Auxiliarists attending Coast Guard "C" schools at TRACENs are normally reimbursed for meals. A copy of the orders will have to be provided to the dining facility. The dining facility will endorse the original orders indicating the number and type of meals provided. |
| C.4.c. Verbal Order Assignment | When assigned to duty under verbal orders, Auxiliarists must pay for meals and then seek reimbursement upon receipt of the written orders. Reimbursement will be paid at the prevailing per diem rates for meals in that geographic area outlined in the FTR. Prevailing per diem rates are listed in Appendix A, Chapter 301 of the FTR, and are available at the PPC web site (see Appendix I). |

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| C.4.d. Non-Access to Dining Facility | When assigned to duty at a place under reimbursable orders that is not accessible to a CGDF, Auxiliarists must pay for their own meals subject to reimbursement at the prevailing per diem rates for that geographic area. Prevailing per diem rates are listed in Appendix A, Chapter 301 of the FTR, and are available at the PPC web site (see Appendix I). |
| C.4.e. Flight Status Assignment | When assigned to duty while serving in flight status on Coast Guard aircraft, Auxiliarists are entitled to flight rations. If meals are provided to the aircrew, Auxiliarists are entitled to the same meals and do not have to pay for them. If the aircrew is required to pay for their meals, then the Auxiliarist should do the same and file for reimbursement. |
| C.4.f. Not Assigned to Duty | When not assigned to duty, Auxiliarists may dine at a CGDF, subject to the availability of meals. They will pay the standard meal rate and are not eligible for reimbursement. Dining under these circumstances must be approved by the Coast Guard unit CO/OIC sufficiently in advance as defined by the unit command. |
| C.4.g. Cutter/Boat Assignment | When assigned to duty on a cutter or boat that has dining facilities, Auxiliarists are expected to eat at the prescribed facilities and will not be paid per diem. |
| C.4.h. Travel Under Reimbursable Orders | When traveling under reimbursable orders, reimbursement of meals at the actual expense rate is not normally authorized. Anticipated exceptional circumstances must be reviewed with the order issuing authority in advance of such travel in order to effect any appropriate modifications to orders. |
| **C.5. Additional Expenses** | Certain additional expenses may be claimed for reimbursement if these expenses are incurred while conducting travel associated with Coast Guard reimbursable orders. These expenses include:<br>a. Normal costs of taxi/limo services (including reasonable tips) between airports or other terminals, and the Auxiliarist's home.<br>b. Tips for handling baggage containing Government property necessary for the travel as well as excess baggage charges, when specifically authorized.<br>c. The cost of conference/meeting rooms for Government business, when authorized on the orders.<br>d. Brief telephone calls to home less than five minutes each day while away on orders. Maximum reimbursement for actual calls made is limited to $5 per day. Official telephone calls should be indicated separately.<br>e. Transaction fees for traveler's checks purchased in conjunction with official travel. |

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| | f. Tourist passport expenses if necessary to travel to a foreign country and if an official no-fee passport cannot be obtained from the Department of State via the Coast Guard Director of International Affairs and Foreign Policy (CG-DCO-I). |
| **C.6. Required Receipts** | Receipts for any lodging or air fare of any amount that is claimed for reimbursement must be submitted with the travel claim. Additionally, receipts for any other expenses (e.g., rental car cost, taxi/limo fare) that are $75 or more must be included with the travel claim. |
| **C.7. Government Travel Card** | Although Auxiliarists are considered Federal employees for the purpose of using government rates for such expenses as transportation and lodging while traveling under orders, they are not considered Federal employees for the purpose of holding a Government Travel Card. Therefore, Auxiliarists are not authorized to be issued a Government Travel Card nor have an associated account established for them. This determination is based upon extensive review between the Coast Guard and the General Services Administration (GSA). |