

SECRET

CONFIDENTIAL

DISPATCH NO. _____

TO *ALL CLASS A STATIONS*

DATE _____

FROM : Finance Division

SUBJECT: (General - Administrative
(Specific - Reimbursement of Cost of Indirect Travel

25X1A

REF : [REDACTED]

1. Recently the Chief, Audit Staff requested this office to furnish an interpretation of reference regulation as it pertains to allowable reimbursement for indirect travel.
2. The current application of the regulation, as it involves indirect travel, and as furnished the Chief, Audit Staff, is presented in the following paragraphs for your information and guidance:
 - a. In any case wherein a traveler elects, for personal convenience, to travel by an indirect route, reimbursement for travel costs incurred will be effected on the basis of first class fare by the normally traveled direct route, or actual cost incurred, whichever is less.
 - b. Costs comparison will be based on the mode of travel authorized, or if alternate modes are authorized, on the basis of the mode utilized for the major portion of the trip.
 - c. Excess travel time which occurs by reason of the indirect routing, and/or mode(s) of travel selected for the convenience of the employees will be charged as annual leave. Also, periods in a non-duty status, i.e., delays on route for personal convenience, will be charged as annual leave notwithstanding the fact that total elapsed time by the route and mode of travel used may not exceed total travel time by the mode of travel authorized. Consideration will be given, however, in determining allowable costs for the travel to per diem which would have been payable had travel occurred by the direct normally traveled route.
 - d. With respect to determination of costs of indirect travel, transportation costs by foreign ship when ships of American registry are available on the normally traveled direct route, are _____.

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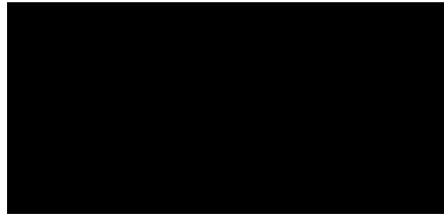
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and will be eliminated from the costs incurred by the traveler for purposes of comparison with cost by the normally traveled direct route.

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Distribution:

- 3 - Field
- 2 - Area Division
- 2 - Finance Division

FD/LEB:mhp

4/7/55

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