



OFFICIAL POLICY			RM-2011-01
<b>Export-Import Bank of the U.S. Travel Policy</b>			
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## **1. POLICY**

### **1.1. Purpose**

This document prescribes the policy, responsibilities, and procedures for requesting, approving, conducting, and reimbursing travel on official Government business for the Export-Import Bank of the U.S. (the "Bank"). This policy covers travel for EXIM employees, Board members, invitational travelers, and pre-employment interviewees<sup>1</sup>. Additional guidance on related issues is provided in other complementary EXIM policies.<sup>2</sup>

### **1.2. Background**

In 2004, a set of policies and procedures to implement statutory requirements for travel by Federal civilian employees and others authorized to travel at Government expense, was implemented within the regulation entitled, "The Federal Travel Regulation" (FTR), and contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304.

### **1.3. Policy Statement**

- 1.3.1.** It is the policy of the Export-Import Bank of the United States to ensure efficient travel by employees under the requirements detailed in the Federal Travel Regulation (FTR) and interpreted by General Services Administration (GSA) bulletins.
- 1.3.2.** The FTR stipulates that travel shall be undertaken using a method of transportation that is most advantageous to the Government, with cost and mission factors as considerations.
- 1.3.3.** This includes but is not limited to use of common carriers and Government-rate hotels, reducing the travel needed through alternate means of communication, combining trips where possible, and minimizing the number of travelers needed to meet the mission.

## **2. AUTHORITY**

### **2.1. Authority for this policy is set forth under:**

- 2.1.1.** [The Travel and Transportation Reform Act \(TTRA\) of 1998 \(Public Law 105-264\)](#) reduces federal travel costs and streamlines federal travel processes.
- 2.1.2.** [5 U.S.C. § 105](#) and [§§ 5701-5761](#)
- 2.1.3.** [31 U.S.C. §1353](#) and [§1535](#)
- 2.1.4.** [49 U.S.C. §§ 40101-40130](#), .
- 2.1.5.** Export-Import Bank Act of 1945, as amended through P.L. 116-94, December 20, 2019

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<sup>1</sup> For purposes of clarity, this policy defines current EXIM "employees" in the narrow plain-English sense of the word, as clarified in 3.8 below, unlike in FTR 301-1.2.

<sup>2</sup> Related EXIM administrative policies include "Assignment and Use of Government Travel Cards," and "Compensatory Time Off for Travel."

2.1.6. [Section 1116 of the National Defense Authorization Act of 2002](#)

2.1.7. [12 CFR §§ 412.3-412.13](#)

2.1.8. [41 CFR § 300-304](#)

2.2. Review Cycle for this policy is October 1 of each fiscal year.

2.3. Review History

Date	Changes
9/2011	Format changes per policy template
9/2021	2021 Revision to clarify and update policies, procedures, and systems.

### 3. DEFINITIONS

#### 3.1. Actual Expense:

Payment of authorized actual expenses incurred, up to the limit prescribed by Bank, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.

#### 3.2. Approving Official (AO):

Supervisor that has knowledge of the travel required for the mission and work of the division, and has been given delegated authority to approve reimbursement for expenses incurred during official travel. The AO has "first line" responsibility for ensuring that all expenses and use of the travel card comply with statutes, regulations, and policies.

#### 3.3. Common Carrier:

A private-sector supplier of air, rail or bus transportation.

#### 3.4. Conferences:

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 [5 CFR § 410-404](#).

#### 3.5. Disability:

As defined in [29 U.S.C. § 701-797b](#), a disability includes any employee having, or having a record of, a physical or mental impairment that substantially limits one or more major life activities, not including individuals who are regarded as having an impairment resulting from illegal drug use.

#### 3.6. e-Country Clearance:

A Department of State web-based clearance process for U.S. missions overseas to approve visits to their respective countries.

#### 3.7. Employees:

Title V civil service employees or persons engaged in the performance of a Federal function under authority of law or an Executive act. <sup>3</sup>

#### 3.8. Electronic Travel System 2 (ETS2-Concur):

EXIM's electronic travel and expense management system of record.

#### 3.9. Federal Travel Regulation (FTR):

The FTR is the regulation that implements statutory requirements and Executive Branch policies for travel by Federal civilian employees and others authorized to travel at Government expense.

#### 3.10. Foreign Air Carrier:

An air carrier who is not holding a certificate issued by the United States under [49 U.S.C. § 41102](#).

#### 3.11. Incidental Expenses:

Expenses such as fees and tips given to baggage carriers, bellhops, and hotel staff; taxi or bus fare from lodging to meals; and cost of mailing Government charge card payments.

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<sup>3</sup> For purposes of clarity, this policy defines current EXIM "employees" in the narrow plain-English sense of the word, unlike in FTR 301-1.2. Although most EXIM travel requirements are nearly identical across all types of travelers, this policy also provides specific guidance for invitational travelers, pre-employment interviewees, and others that are covered by FTR but are not current EXIM "employees" in the narrow sense.

- 3.12. Invitational Travel:**  
Authorized travel of individuals either not employed by the Government or employed intermittently in the Government service as consultants or experts.
- 3.13. Lodging:**  
Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate.
- 3.14. Meals:**  
Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
- 3.15. Official Travel:**  
Travel under an official travel authorization from an employee's official station or other authorized point of departure to a temporary duty location and return from a temporary duty location, between two temporary duty locations, or relocation at the direction of a Federal agency.
- 3.16. Outside the Contiguous United States (OCONUS):**  
Outside the 48 contiguous U.S. States and the District of Columbia.
- 3.17. Per Diem:**  
A daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. Also referred to as subsistence allowance.
- 3.18. Premium Travel (also known as non-Coach-Class Travel Accommodations):**  
Service that is above the basic class of accommodation offered by common carrier airlines or trains.
- 3.19. Reasonable Accommodation:**  
Modifications or an adjustment to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position. Please see the Bank's "Disability Compliance and Reasonable Accommodation Handbook" for more information.
- 3.20. Scheduled Flight Time:**  
As per FTR §301-10.125 (c), Scheduled flight time is "the flight time between the originating departure point and the ultimate arrival point including scheduled non-overnight time spent at airports during plane changes. Scheduled non-overnight time does not include time spent at the originating or ultimate arrival airports."
- 3.21. Special needs:**  
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.
- 3.22. Non-Federal Entity Sponsored Travel (NFE-Sponsored Travel):**  
Travel that is paid in full or in part by one or more non-federal sources in connection with participation in a meeting, conference, seminar, or similar event, and authorized by the required officials, including the EXIM Office of Ethics.

#### **4. SCOPE AND APPLICATION**

- 4.1.** This Policy applies to all individuals who travel on official business for the Bank to include all employees, pre-employment interviewees, Board members, and invitational travelers including Advisory Committee members (also including but not limited to members of the Sub-Saharan Africa Advisory Committee and members of any other comparable Advisory Committees duly created by EXIM), regardless of mode of transportation, distance, or duration.
- 4.2.** This Policy does not address use of the Government Travel Card. Refer to the Bank's policy for "Assignment and Use of Government Travel Cards."
- 4.3.** This Policy does not address compensatory time off for travel. Refer to the EXIM policy "Compensatory Time Off for Travel."

## 5. RESPONSIBILITY

**5.1.** The Chairman of the Export-Import Bank, Senior Vice Presidents, and Vice Presidents have the ultimate responsibility and oversight for implementing laws and regulations covering employee travel as well as management of the travel budget, as determined by the Chief Financial Officer (CFO), and for authorizing and approving official travel that is necessary for carrying out the Bank's mission.

**5.2.** The Chairman has delegated authority to approve travel as provided under this policy, as follows:

Who is traveling	Who may authorize on this travel issue
EXIM staff (other than SVPs, senior staff, Board members, members of Advisory Committees)	SVP of traveler's EXIM office
SVPs, senior staff, Board members, members of Advisory Committees	VP, Administrative Services
Staff members assigned to Field Offices (for travel under 12 hours)	Director of traveler's Field Office, (otherwise SVP, Office of Small Business)
Pre-Employment Travel	SVP of EXIM office planning the pre-employment travel
Non-Federal Entity Sponsored Travel	EXIM Office of Ethics, in combination with the appropriate approver above.

- 5.3.** The SVP of each EXIM office under which travel is authorized is responsible for reviewing monthly reports provided by the Office of Chief Financial Officer (OCFO), and for monitoring trends in office spending.
- 5.4.** Any requests for travel in excess of the allocated budgets will be approved by the Chief Management Officer.
- 5.5.** The CFO is responsible for approving all non-administrative travel expenses prior to travel, and for providing a monthly report on each office's travel expenditures.
- 5.6.** The VP of Administrative Services, or his/her designee, is responsible for evaluating Bank-wide policies, plans, and procedures related to employee travel, for maintaining liaisons with Government agencies on matters related to employee travel management, and for reviewing premium travel requests prior to review by office SVPs.
- 5.7.** Regional Directors may approve travel for staff assigned to their field offices that is scheduled to last under 12 hours from departure to return.
- 5.8.** The Office of Ethics is responsible for reviewing and approving all Non-Federal Entity sponsored travel to address potential conflicts of interest, in addition to the appropriate Approving Official.
- 5.9.** Supervisors and Approving Officials are responsible for the initial approval of all official travel, and for ensuring that all travel is planned and booked in the most economical and effective manner.
- 5.10.** The Business Services Unit is responsible for assisting in all aspects of travel for the Bank.
- 5.11.** All individuals traveling on behalf of EXIM are responsible for the following:
  - 5.11.1.** Keeping informed about the FTR and the Bank's travel policies;
  - 5.11.2.** Ensuring that their travel has been properly authorized;
  - 5.11.3.** Arranging travel as soon as possible after it is authorized, in order to secure needed accommodations or schedules while obtaining the lowest available class of service fares for transportation;
  - 5.11.4.** Contacting the Office of Travel Services for specific requirements pertaining to travel;
  - 5.11.5.** Minimizing the cost of official travel;
  - 5.11.6.** Using the Government Travel Card for all official travel expenses (except airline costs) unless specifically exempt from mandatory use;
  - 5.11.7.** Keeping all receipts for expenses totaling more than \$75, and keeping all lodging receipts, regardless of cost, and
  - 5.11.8.** Submitting vouchers for reimbursement of expenses in a timely manner.

## **6. PROCEDURES**

**6.1. Prior to any official travel, all travelers, and all persons responsible for preparing or approving travel requests, shall review this policy and understand the guidelines relevant to their trips.**

**6.2. Question: What additional requirements apply if I am traveling internationally (Outside the U.S.)?**

**Answer: If you will be traveling internationally, do the following:**

**6.2.1.** Have completed within the past five years of the date of travel international travel security training (Foreign Service Institute HT 401 or equivalent, as appropriate), which can be requested with assistance from the Division of Human Capital;

**6.2.2.** Request and obtain e-Country Clearance (eCC) from the relevant U.S. mission in each destination country prior to arrival in that country;

**6.2.3.** Work with the Business Services Unit to obtain and maintain a current official or diplomatic passport, and the visas needed for travel, in accordance with the guidelines below in section 6.3 and 6.4;

**6.2.4.** Work with the Business Services Unit to abide by Centers for Disease Control recommendations on any recommended or required travel immunizations and obtain them as preferred or required.

**6.2.5.** Consult with the Business Services Unit on any other special travel requirements, including but not limited to tests for coronavirus or other communicable diseases.<sup>4</sup>

**6.2.6.** Consult with the Office of Information Management and Technology (IMT) on current information security requirements for traveling with Government-issued devices.

**6.3. Question: How do I obtain and maintain passports?**

**Answer: Passports and visas should be obtained as follows, with assistance from the Business Services Unit:**

**6.3.1.** To obtain or renew official or diplomatic passports, travelers are responsible for completing all requirements for the State Department application. The ; Unit, will authorize and process the application at the State Department Special Issuance Agency (SIA).

**6.3.2.** The official passport is the correct passport type for almost all EXIM employees, while diplomatic passports are only issued in a few cases to individuals whom the SIA determines should have diplomatic or comparable status due to the nature of their foreign mission or the position they hold. This

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<sup>4</sup> Such tests may be required before, during, or upon return from international travel, and may need to comply with multiple requirements set by U.S. or foreign governments, airlines, or others.

typically includes some, but not necessarily all, Presidentially-Appointed, Senate Confirmed officials, depending on the nature of their duties.

- 6.3.3. Travelers are responsible to apply for a renewal/replacement passport when the current passport is approaching six months of its expiration date, is lost or damaged, or has less than 2 full blank pages remaining per country expected to be visited in the near future.
- 6.3.4. Following each international trip, passports (including canceled passports still containing valid visas) should be returned promptly to the Business Services Unit for storage, unless ongoing storage by the traveler or the traveler's business unit has been authorized by the VP, Administrative Services.
- 6.3.5. Upon offboarding from EXIM, individuals are responsible to return all current official or diplomatic passports to the Business Services Unit, for cancellation or transfer to a new employing Federal agency via SIA, as applicable. Departing individuals wishing to receive the passport back following cancellation shall request this option prior to their departure from EXIM.

#### **6.4. Question: How do I obtain visas?**

**Answer: Obtain visas by doing the following, with assistance from the Business Services Unit:**

- 6.4.1. Travelers must notify the Business Services Unit of all tentative destinations and travelers for upcoming international trips as early as possible so that Business Services can verify visa requirements and timelines and obtain visa request letters from the Special Issuance Agency (SIA).
- 6.4.2. Travelers are responsible for factoring visa processing timelines into their planned departure dates, particularly for multi-country trips.
- 6.4.3. While the Business Services Unit is responsible for resolving delays and expediting foreign visa issuance to the degree possible, neither EXIM nor the Department of State can guarantee that visas will be issued in a timely manner by foreign embassies, even in highly mission-critical and time-sensitive situations.
- 6.4.4. Travelers are responsible to complete visa applications as directed by the Business Services Unit, including supplying any completed and signed online applications, physical forms, travel histories, photos, vaccination records, or other requirements as needed.
- 6.4.5. The Business Services Unit will receive the completed and signed application materials from the traveler, and coordinate submission to, and retrieval from, foreign embassies.
- 6.4.6. In some cases, visas can be reused for multiple entries. The Business Services Unit will advise travelers on visa validity and expiration, including reuse of still-valid visas in canceled passports when allowed.

**6.5. Question: How do I request approval to travel?**

**Answer:**

- 6.5.1.** All travelers must complete the online travel authorization request in ETS2-Concur. No travel tickets or accommodations will be purchased until the request is completed and approved, and an authorization number is issued by the Business Services Unit.
- 6.5.2.** Travelers must use the Bank's designated travel agency to arrange tickets, lodging, and rental cars.
- 6.5.3.** Travel order requests with supporting documentation should be submitted in the ETS2-Concur to the Business Services Unit as early as is practical, prior to intended travel. Once reviewed and funds are verified, the Business Services Unit will submit forms to the divisional SVP for final approval.

**6.6. Question: How do I plan, and get reimbursed for, travel expenses?**

**Answer:**

- 6.6.1.** Prior to travel, ensure all planned expenses are within the allowable Per Diem (Lodging plus Meals and Incidental Expenses method) for the location of travel.
- 6.6.2.** In the case that lodging expenses will exceed the allowed per diem, Actual Expense Reimbursement Method must be requested and used.

The traveler must document the reasons for requesting Actual Expense Reimbursement in the travel authorization in ETS2-Concur.

Total reimbursement for per diem expenses (including lodging and meals and incidental expenses) cannot exceed 300% of the location's per diem, as per FTR 301-11.300-30k6 and GSA Bulletin FTR 18-09.

- 6.6.3.** In the case where lodging expenses are within the location's Per Diem, but some meals are provided (such as meals provided as part of a conference or other event), travelers must request reimbursement using the Reduced Per Diem Method, in accordance with FTR §301-11.200
- 6.6.4.** All travelers must maintain itemized records of meals and incidental expenses (M&IE), keep receipts for amounts more than \$75, and be able to document use of ATM withdrawals obtained with their travel card.
- 6.6.5.** Within **five business days** after travel is completed, travelers must request reimbursement using ETS2-Concur, following the steps described in the Bank's internal travel voucher guidelines available on EXIM Connect.
- 6.6.6.** Reimbursement claims for lost, stolen, cancelled, or unused travel services, such as passenger space and lodging, is contingent upon circumstances or reasons that are beyond the traveler's control. All adjustments must be promptly reported to the Business Services Unit.

**6.7. Question: What are the reasons and procedures under which I may request other-than-coach-class travel accommodations?**

**Answer:** There are multiple reasons for which other-than-coach-class travel may be authorized, each with specific procedures. Review the following section to determine which applies to you:

**6.7.1.** Travelers are required to use coach-class travel accommodations for all domestic and international travel on common carriers, unless specifically authorized under the following procedures:

- 6.7.1.1.** The Approving Official for the trip may approve premium (non-coach-class) travel on common carriers for any of the reasons discussed below in 6.7.2, 6.7.3. and 6.7.4.
- 6.7.1.2.** Even if premium accommodations are permitted under applicable regulations, it is always a matter of management discretion whether to authorize them.
- 6.7.1.3.** Other-than-coach-class travel must be approved by the appropriate approving official (AO) and cannot be re-delegated. It is the responsibility of the traveler and approving official to properly evaluate whether the conditions for approving premium travel have been met, and to ensure justifications the traveler provides are appropriate and accurately documented (for example, the shortest and most direct comparison itinerary should be provided for a 14-hour-rule justification).
- 6.7.1.4.** Blanket authorization of other than coach-class transportation accommodations is prohibited, and these expenditures shall only be authorized on an individual trip-by-trip basis unless the traveler has up-to-date documentation of a disability or special need that is properly documented for each trip as detailed below in 6.7.3.
- 6.7.1.5.** Travelers may upgrade to other than coach-class accommodations at their personal expense, including seating upgrade programs or paying for upgrade to non-coach-class accommodations, including (but not limited to) the redemption of frequent flyer benefits, without requiring any additional approval or documentation.
- 6.7.1.6.** At the discretion of the approving official, EXIM may authorize payment for coach-class seating upgrade programs ("Coach Elite" or "Coach Plus"), provided that such payment is authorized and justified in ETS2-Concur. Generally, however, the use of these upgraded/preferred coach seating options is a traveler's personal choice and therefore is at the traveler's personal expense.

**6.7.2. Question: May I request other-than-coach-class travel due to the length of my flights?**

**Answer:** At the discretion of the approving official, use of other-than-coach-class (or coach seating-upgrade) travel accommodations may be approved for international travel in accordance with FTR [§301-10.125](#); if the following conditions are met:

- 6.7.2.1.** The origin and/or destination of the trip are outside the contiguous

U.S.;

- 6.7.2.2.** The shortest and most direct flights available for that route (not necessarily those selected) have been documented in the request as having a scheduled travel time exceeding 14 hours, including non-overnight stopovers (as defined in section 3.20) and change of planes;
- 6.7.2.3.** The traveler does not take a rest stop en route or upon arrival and is scheduled to begin work in the destination country by the day following the scheduled arrival or sooner; and
- 6.7.2.4.** The trip complies with any additional standing restrictions on use of premium travel duly announced by the VP, Administrative Services. These restrictions may be based upon the purpose of travel, the geographic region, or other factors as appropriate, in order to ensure care in travel expenditures.

**Question: May I request other-than-coach-class travel accommodations for disability or special-need reasons, for a traveler or attendant?**

**Answer: Yes, provided all requirements under the accommodation policy below (6.13) are met specifically for other-than-coach-class travel: That is, The traveler must provide a currently-valid lifetime or annual memo from the Reasonable Accommodation coordinator that verifies the needed medical documentation has been received and specifies other-than-coach-class travel, (and an attendant, if relevant) as a reasonable accommodation. See section 6.13 for more details on traveling and accommodation.**

**6.7.3. Question: In addition to length of flight and medical need/disability, what are the other reasons for which I am allowed to request other-than-coach-class travel?**

**Answer: The approving official may also approve other-than-coach-class (or coach seating-upgrade) common-carrier accommodations for any of the other following reasons, if appropriate to cost-effectively meeting EXIM's mission, and clearly described and documented in the travel request (In accordance with FTR § 301-10.123):**

- 6.7.3.1. Reason 1:** No coach-class accommodations are available on an airline that is scheduled to leave within 24 hours of traveler's proposed departure time, or scheduled to arrive within 24 hours of traveler's proposed arrival time.
- 6.7.3.2. Reason 2:** Exceptional security circumstances require other than coach-class airline accommodations (as determined and documented by the traveler and approving official in consultation with the EXIM Security unit). These circumstances shall only be used to justify up to the minimum other than coach-class accommodation necessary.
- 6.7.3.3. Reason 3:** When required because of agency mission, which must be documented and justified in the travel authorization documentation.
- 6.7.3.4. Reason 4:** When coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards.
- 6.7.3.5. Reason 5:** When regularly scheduled flights between origin/destination points (including connecting points) provide only other than coach-class accommodations and you certify such on your voucher.
- 6.7.3.6. Reason 6:** Transportation costs are paid in full through agency acceptance of payment from a non-Federal source (in accordance with section 6.11 below, and FTR section 304).
- 6.7.3.7. Reason 7:** The use of non-coach-class travel results in an overall cost savings to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations.
- 6.7.3.8. Reason 8:** No space is available in coach-class accommodations in

time to accomplish the mission, which is urgent and cannot be postponed.

**6.8. How do I arrange invitational travel for persons who are not Bank employees (such as Advisory Committee members)?**

**Answer:** Travel procedures for these persons are the same as those normally followed for employees in connection with official travel, but keep the following in mind:

- 6.8.1.** The appropriate office arranging the invitational travel must prepare the travel order using ETS2-Concur, and coordinate travel services through the Bank's travel agency. Such travel services include transportation, lodging, car rental or other services normally provided to Bank employees.
- 6.8.2.** In addition, the office should provide appropriate forms and assistance to the invitational traveler to claim reimbursement and authorized expenses.

**6.9. Question: How do I arrange pre-employment travel for an interviewee?**

**Answer:**

- 6.9.1.** The Approving Official of the selecting office with the position under consideration may approve pre-employment interview expenses.
- 6.9.2.** Approving Officials must ensure that sufficient travel funds are available in their office travel budgets to pay these costs. The selecting office is responsible for paying all pre-employment travel expenses.
- 6.9.3.** If travel funds are not available, the Approving Official may consult with the Chief Financial Officer on the availability of travel funds.
- 6.9.4.** The ETS2-Concur system should be used for the request.
- 6.9.5.** Allowable costs for pre-employment interviews are transportation, per diem, and miscellaneous expenses.
- 6.9.6.** The office arranging for the pre-employment interview must provide the interviewee with an approved travel order for airline tickets and lodging reservations, and information on the Bank's official travel agency.
- 6.9.7.** Common carrier (e.g. airline) transportation expenses are billed to the Bank's corporate account.
- 6.9.8.** For all other expenses, the interviewee pays out-of-pocket, prepares a travel voucher to claim reimbursement, and then submits the voucher to the appropriate Approving Official.
- 6.9.9.** Travel advances, expenses for personal preference or convenience, or excess costs (e.g. circuitous routes, delays, or luxury accommodations), cannot be provided or reimbursed to persons for pre-employment interviews.

**6.10. Question: What are the requirements for contractor travel?**

**Answer:** Contractor travel must be arranged by the contractor (not EXIM), and must comply with the Federal Acquisition Regulation and all

requirements outlined in each contractor's employment contract This should include complying with EXIM policy, and with the Federal Travel Regulations (FTR).

**6.11. Question: May I accept travel expenses sponsored by a Non-Federal Entity?**

**Answer:** The Bank's charter authorizes the Bank to accept funds paid or reimbursed, or payment-in-kind, from a Non-Federal Entity (NFE) or multiple NFEs, for staff travel to attend a conference, meeting, or event directly related to its mission, in accordance with the following:

- 6.11.1.** A Bank employee may not solicit payment for travel related expenses from an NFE; however, after receipt of an invitation from an NFE to attend a meeting or similar event, the Bank or the employee may inform the non-federal source of this authority.
- 6.11.2.** Both the immediate supervisor and the designated ethics official must approve any offer and acceptance of NFE sponsored travel expenses. Members of the Board of Directors only require ethics approval.
- 6.11.3.** Approval of NFE sponsored travel expenses can be requested in ETS2-Concur. If not specified in the invitation letter, include the nature of the meeting or event, reasons why it cannot be held locally, identities of participants, the identity of the NFE, and the amount and method of payment and nature of expenses. No separate reporting is necessary unless requested.
- 6.11.4.** NFE sponsored travel expenses will be accepted under the following conditions:
  - 6.11.4.1.** Employee travel is under official travel authorization;
  - 6.11.4.2.** For meetings or similar events which the employee's participation is necessary to further the mission of the Bank, that cannot be held at the Bank for justifiable business reasons, at a location and period of time appropriate for the meeting or event;
  - 6.11.4.3.** From a non-conflicting NFE or a conflicting NFE that has been approved by the Office of Ethics;
  - 6.11.4.4.** Payment from conflicting NFE will be accepted only when the designated ethics official determines that the Bank's interest in the employee's attendance at or participation in the meeting or similar event outweighs concern that acceptance of the payment may cause a reasonable person to question the integrity of the Bank's programs and operations.
  - 6.11.4.5.** The amount does not exceed the maximum per diem or actual subsistence expense rates and transportation class of service limitations prescribed in 41 CFR chapter 301.
  - 6.11.4.6.** If the NFE sponsored travel expense payments cover some but not all of the per diem costs incurred by an employee, a reduced per diem rate is authorized.

**6.12. Question: How can I get relocation expenses covered?**

**Answer: Relocation expenses may be approved after a new appointee or employee signs a 12-month service agreement, in accordance with the following:**

**6.12.1.** These expenses may include any travel including per diem, mileage if a privately owned vehicle is used in travel, moving and/or temporary storage of household goods, and other travel allowances provided [FTR § 302, Relocation Allowances](#).

**6.12.2.** Employees undergoing a permanent change of duty station within the Bank must use the official Government Travel Card for en-route travel and house-hunting trip expenses

**6.13. Question: What is the process to provide travel-related accommodations or payment of expenses for employees with medical disabilities and/or special needs?**

**Answer: Travelers with disabilities and/or special needs requiring travel-related accommodations or payment of expenses must contact EXIM's Reasonable Accommodations Coordinator (RAC) prior to travel. The traveler will submit all required medical documentation to the RAC who will generate a memo indicating that the appropriate documents have been received, summarizing the nature of the accommodation or expense and approving the accommodation or expense. The RAC will determine which documentation is necessary for clearly visible physical conditions. The traveler will attach the RAC's memo to the travel request. It is the responsibility of the Approving Official to review the RAC's memo attached to a travel request to ensure compliance with EXIM policies prior to approving an accommodation or expense.**

**6.13.1. Other than Coach Class Accommodations.**

For other than coach-class accommodations, a disability or special need must be certified annually in a written statement by a competent medical authority. However, if the disability or special need is a lifelong condition, then only a one-time certification statement is required. Certification documents are submitted to the RAC and statements must include at a minimum:

**6.13.1.1.** A written statement by a competent medical authority stating that special accommodation is necessary; and

**6.13.1.2.** An approximate duration of the special accommodation; and

**6.13.1.3.** A recommendation as to the suitable class of transportation accommodations based on the disability.

**6.13.1.4.** If the traveler is authorized under FTR §301-13.3 to have an attendant accompany the traveler, EXIM may also authorize the attendant to use other than coach-class accommodations if the traveler requires the attendant's services en route.

**6.13.2. Travel Related Expenses to Accommodate a Medical Disability or Special Need.**

**6.13.2.1.** Upon receipt of the RAC's memo, the Approving Official may pay for any expense deemed necessary to accommodate an employee with a special need including, but not limited to, the following expenses:

**6.13.2.2.** Transportation and per diem expenses incurred by a family member

or other attendant who must accompany the traveler to make the trip possible.

**6.13.2.3.** Specialized transportation to, from, and/or at the TDY duty location.

**6.13.2.4.** Specialized services provided by a common carrier to accommodate the traveler's special need.

**6.13.2.5.** Costs for handling traveler's baggage that are a direct result of traveler's special need.

**6.13.2.6.** Renting and/or transporting a wheelchair.

**6.14. Question: How do I obtain a rental car?**

**Answer:**

**6.14.1.** If advantageous to the Government and authorized, rental cars must be obtained through the Bank's travel agent, unless the travel is Outside of the Contiguous United States (OCONUS), and no agreement is in place for the Temporary Duty (TDY) location, or unless an emergency precludes use of the Bank's travel agent (and is authorized by the office SVP, office head, or designated official).

**6.14.2.** Expenses for the rental of luxury rental vehicles, such as limousines and town cars, will not be reimbursed, nor will EXIM reimburse associated expenses.

**6.14.3.** Rental vehicles available under agreement with the Government must include full-coverage insurance for damages resulting from an accident while performing official travel.

**6.14.4.** Any person who is not a Government employee (contractor, family member, friend, or others) may not be a passenger in the vehicle without prior approval from the Office of General Counsel, and unless additional sufficient insurance coverage is purchased.

**6.14.5.** Any deductible amount paid by the traveler may be reimbursed directly to the traveler or directly to the rental agency if the damage occurred while the traveler was performing official business.

**6.14.6.** Reimbursement will be made for a collision damage waiver or theft insurance when traveling outside the Contiguous United States (OCONUS), into foreign countries, when such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in an accident.

**6.14.7.** Travelers are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes.

**6.14.8.** Travelers will not be reimbursed for purchasing pre-paid refueling options for rental cars. Therefore, travelers should refuel prior to returning the rental vehicle to the drop-off location. However, if it is not possible to refuel completely prior to returning the vehicle because of safety issues or the location of closest fueling station, travelers will be reimbursed for vendor refueling charges.

**6.15. Question: What are the requirements for attending or arranging a conference?**

**Answer: Attending or arranging a conference must follow the conditions set forth in [FTR §301-74](#):**

- 6.15.1.** Minimize all conference costs, including conference attendees' travel and time;
- 6.15.2.** Maximize use of Government-owned or Government- provided conference facilities;
- 6.15.3.** Identify opportunities to reduce costs in selecting a conference location, facility, and time for the conference (off-season if applicable);
- 6.15.4.** Keep records on alternative conference sites for conferences with 30 or more attendees;
- 6.15.5.** Use an approved conference facility at public conference locations (e.g., hotels) that are listed on the U.S. Fire Administration's list of fire-safe, lodging facilities, and
- 6.15.6.** Reduce the overall cost of conference attendance by limiting the representation to the minimum number of attendees necessary to accomplish the agency mission as determined by a senior official.