

## **Extended TDY: Important Tips and Updates**

- Notify your Center Travel Office as soon as you receive orders to go on extended TDY. This is a critical first step as your Center will be responsible for funding and preparation.
- Keep in mind that any secondary travel or trips home you may take while on Extended TDY will still require authorization from your Center. You should request these trips in advance using FedTraveler. Your NSSC Case Worker can provide assistance.
- While OHCM does not play a role in Extended Travel, be advised that should your travel be deemed a temporary change of station, your human capital office will assist you in that process.
- FedTraveler.com travel plans should be created by the traveler's home Center. The travel plan should contain the specifics about what is authorized while on ETDY. If applicable, specifically include the following:
  - Approved methods of transportation (e.g., Privately-owned Vehicle (POV))
  - Approval for non-contract carrier, if applicable
  - Justification for excess baggage transportation
  - Cash advance approval, if applicable (only for Electronic Funds Transfer (EFT) requests)

### **Transportation to/from the ETDY Location**

In coordination with the funding supervisor, the traveler needs to determine how he or she will travel to and from the ETDY location. The regulations regarding traveling to and from the ETDY location differ depending on the method used. This paragraph and the following subparagraphs describe the available options.

### **Driving POV Travel Requirements**

If the authorized mode of transportation is a POV, the traveler is expected to take the most direct route and must drive an average of 300 miles per day in order to receive per diem (FTR §302-4.201). If the traveler does not take the most direct route, he or she will only be reimbursed for the number of miles of the most direct route. If the traveler does not drive an average of 300 miles per day, the traveler will not receive per diem for travel days.