

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)
Chapter 304 - Payment From A Non-Federal Source for Travel Expenses
Part 304-2 - Approval of Contributions or Payments**

Supplement: 6509.33-1992-5

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Duration: This amendment is effective until superseded or removed.

Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Last Change: Supplement 6509.33-92-4 to Part 301-1

Superseded Document(s): Part 2, 4-2.2 - 4-2.2a(5)

Digest: Following is an explanation of the changes throughout the directive by section.

Revises and recodes direction on acceptance of travel reimbursements from outside sources, formerly in Forest Service Supplement 4 (8/84) and moves the direction to Part 304-2 of this Handbook (sec. 304-2.3).

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STANDARD POSTING INSTRUCTIONS
FOR THE FEDERAL TRAVEL REGULATION, FSH 6509.33

(For further direction on organization and posting of parent text (white pages) see the Foreword to the Federal Travel Regulation beginning on page i.)

ORGANIZATION. The Federal Travel Regulation (FTR) is divided into chapters, parts, subparts (if applicable), sections, and paragraphs. The numbers 301, 302, 303, and 304 connote specific chapters of Title 41 of the Code of Federal Regulations (CFR). The number before the decimal point indicates the part within each chapter; the number after the decimal point indicates the section. For example 301-1.1 refers to:

Chapter	Part	Section
301-	1.	1

Pages within each part are consecutively numbered beginning with Arabic number 1. Each page number is preceded by the part number; for example, the third page of Part 301-2 is numbered 2-3. Individual pages are identified by chapter in the running header.

TRANSMITTALS. Transmittals accompany parent text, Department supplements, and Forest Service supplements. File transmittals at the front of the Handbook in numerical sequence with the highest amendment or supplement number first. Group the transmittals in the following order by issuing Agency and unit level:

- Federal Travel Regulation (FTR) (white transmittals);
- Agriculture Travel Regulations (ATR) supplements (yellow transmittals);
- Forest Service Travel Regulations (FSTR) supplements (buff transmittals);
- Region, Station, or Area Supplements (blue transmittals); and
- Forest Supplements (green transmittals).

SUPPLEMENTS AND INTERIM DIRECTIVES. Post supplements to the parent text of the Federal Travel Regulation (white pages) at the end of each part (for example, at the end of part 301-1, 301-2, and so on) by color in the following order:

- Agriculture Travel Regulations (ATR) supplements (yellow pages);
- Forest Service Travel Regulations (FSTR) supplements (buff pages);
- Washington Office ID's (pink pages);
- Region, Station, or Area Supplements (blue pages);
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304-2.3 - Acceptance of travel reimbursements from outside sources

Accept funds from outside sources only with a written agreement. The Forest Service may accept, under the authorities in paragraphs (a)(1)-(a)(5), amounts approximately equal to travel expenses normally allowed under this Handbook, but only when the contribution or payment of expenses does not place the Forest Service or the employee under obligation to the grantor. Do not accept any gift from an "interested party," as defined in Title 7, Code of Federal Regulations, section 0.735-12. (7 CFR 0.735-12).

(a) **Collection agreements.** See also FSM 1584 for Forest Service policy and specific authorities related to collection agreements. Under the terms of an approved collection agreement, the Forest Service may accept funds for payment of travel expenses in cash or in kind. The employee should not receive cash payment directly from the cooperator (46 Comp. Gen. 689). See FSH 1509.11, chapter 70, for procedural direction on documenting collection agreements.

(1) Acceptance under advance authorities. For those authorities requiring an advance of funds, deposit the funds to Cooperative Work, Forest Service, 12X8028. (The applicable unit must establish a specific management code for this purpose.) The employee processes a travel voucher upon completion of the trip charging the cooperative work account. Depending on the authority used and the written agreement, additional deposits or refunds may be required depending on actual costs. Deposit funds received after the completion of the trip to General Funds Receipts.

2) Reimbursable authorities. For those authorities allowing reimbursement of expenditures, the agreement may either require funds deposited in advance in which case paragraph (1) is followed or may authorize payment on a reimbursable basis. The employee files a travel voucher (FSH 6509.31) and charges the expenses to a reimbursable account. The applicable unit bills the cooperator accordingly (FSM 6531).

(3) Payment in kind. An employee may accept directly in kind contributions, under either advance or reimbursement authorities, but only as permitted by the written arrangements. The employee must meet the following requirements before the employee may receive direct in kind contributions under the provisions of this section:

- (i) Ensure the travel is properly authorized or approved.
- (ii) Limit common-carrier transportation, mileage, and subsistence expenses to those allowable under this Handbook.
- (iii) When the Forest Service pays part of the travel expenses, retain an approved copy of the employee's travel voucher or an itemized statement of expenses which the traveler

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receives in kind from the organization on file in the fiscal office of the authorizing or approving headquarters.

(4) Federal payments reduced. When all employee expenses are fully covered, do not make any Federal payment of expenses. When partial payment of expenses is made by the organization, reduce the Forest Service payment to the extent that the total payment does not exceed that authorized by law or regulation for the type of expense incurred (5 U.S.C. 4111(b)). Do not reduce Federal payments where the approved contribution or award covers types of expenses which the Forest Service is not authorized to pay by law and regulation. For example, no reduction is necessary if a contribution or award covers subsistence expenses of the family.

(5) Recovery of excess payments. When employees receive payment of travel expenses from a nonfederal source after being reimbursed by the Forest Service for those expenses, the employees should immediately notify the Region, Station, Area, or Washington Office Fiscal Officer through their supervisor. The Fiscal Officer shall determine whether to return the amount received to the donor, or to deposit it to the credit of the United States. If the Forest Service accepts the contributions and there was no written agreement, or if the funds are received under an advance authority, deposit the funds to General Funds Receipts. If there was a written agreement and the funds were received under a reimbursable authority, deposit: (1) an amount equal to expenses reimbursed to the employee as a refund to the appropriation originally charged, and (2) any remainder to General Fund Receipts.