

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

**Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)
Chapter 303 - Payment of Expenses Connected With the Death of Certain Employees
Part 303-70 - Agency Requirements for Payment of Expenses Connected with the Death of
Certain Employees**

Supplement: 6509.33-2004-2

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Duration: This amendment is effective until superseded or removed.

Approved by: Hank Kashdan, Acting Associate Deputy Chief, B&F

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Responsible Staff:

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

303-70.602: Adds section for policy regarding what travel expenses may be authorized for the escort of remains.

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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);
- Region, Station, or Area ID's (pink pages);
- Forest Supplements (green pages); and
- Forest ID's (pink pages).

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Subpart G - Escort of Remains

303-70.602 - What travel expenses may we authorize for the escort of remains?

The Forest Service may authorize any travel expenses in accordance with chapter 303 of the Federal Travel Regulations that are necessary for the escort of remains to:

1. The home or official station of the deceased.
2. Any other place appropriate for interment as determined by the Secretary of the United States Department of Agriculture.

In addition, the head of the unit concerned shall immediately notify the Region, Station, Area, or Washington Office Director of Financial & Accounting Operations or Director of Financial Policy & Analysis of any death case that appears to come within the provisions of this chapter. The Director of Financial & Accounting Operations or Director of Financial Policy & Analysis is responsible for determining the extent to which the benefits of Title 5, United States Code, section 5742 (5 U.S.C. 5742) apply and shall supervise the issuance of the necessary authorization and arrangements for preparation and transportation of the body, as well as for other transportation entitlements and payments. The head of the unit shall maintain close coordination with the personnel officer and any other concerned officers.

Payment Method. Follow primary purpose by charging the allowable expenses to the appropriation or fund available for the activity in which the employee was engaged. For example, if the employee was fighting fires and died, charge fire appropriation. See FSH 6509.11g for burial information.