

ARTICLE 60 Travel and Per Diem

Section 1. Travel Outside Established Tour of Duty

- A. Subject to supervisory approval, employees may travel outside of their regular work hours if they so choose. Employees traveling on their own time at their option are:
1. Responsible for any additional costs resulting from travel deviations; and
 2. May be entitled to Travel Compensatory Time Off in accordance with 5 CFR 550.1404.

Section 2. Advance Notice of Travel

If employees are required to travel, the Agency will make best efforts to provide reasonable advance notice.

Section 3. Travel Voucher

The Agency agrees to follow 41 CFR 301 when processing travel voucher claims.

Section 4. Travel Compensatory Time Off (TCTO)

The Agency will administer employee TCTO pursuant to applicable policy rule or regulation.

FOR ESC:

FOR EPA: