

X-9521

Reimbursement for expenses of persons traveling on official business of the Board shall be as hereinafter set forth.

1. Members of the Board shall be allowed either (a) actual necessary transportation expenses and a per diem in lieu of subsistence not to exceed \$12.00 or (b) their actual necessary travel expenses, as shown on travel vouchers submitted by them. The terms underscored are defined below. Members of the Board shall also be allowed reasonable expenses for telephone, telegraph, cable and radio service, and for miscellaneous expenses, including stenographic and other clerical service, when such expenditures are necessary for the transaction of official business while in a travel status.

2. Heads or assistant heads of divisions of the Board's Washington staff (who shall include Assistants to the Chairman or the Board), the Federal reserve bank auditors who audit the accounts of the Board's Fiscal Agent, and any other persons traveling on official business of the Board upon specific authorization of the Chairman, the Vice-Chairman or Chairman pro tem, shall be allowed either (a) actual necessary transportation expenses and a per diem in lieu of subsistence not to exceed \$8.00 or (b) upon specific authorization of the Chairman, Vice-Chairman or Chairman pro tem, their actual necessary travel expenses when the travel voucher is supported by satisfactory receipts as required by the standardized Government travel regulations as amended.

3. All other persons traveling on official business of the Board pursuant to proper authorizations shall be allowed actual necessary

transportation expenses and a per diem in lieu of subsistence of \$5.00.

4. For the purposes of paragraphs 1, 2 and 3 above, the term actual necessary transportation expenses includes the cost of all necessary official travel by railroad, airline, steamboat, bus, streetcar, taxicab, automobile and other means of conveyance, together with minimum priced single first-class accommodations in staterooms on vessels or one standard lower berth or single seat in a sleeping or chair car, except that persons referred to in paragraphs 1 and 2 above may be allowed any Pullman accommodations obtainable in connection with a single fare. This item also includes reasonable expenditures for the ordinary incidentals to transportation which are not covered by the definition of per diem in lieu of subsistence, such as cost of baggage transfer; official telegraph, telephone, radio and cable messages relating to transportation; steamer chairs and steamer rugs; fees or tips to baggagemen, to hotel, station, sleeping or chair car, and cabin porters, or cabin boys, for service rendered in connection with sleeping or Pullman accommodations en route or with baggage, and to room and library stewards on vessels; and the usual taxicab, streetcar or bus fares from station or wharf or other terminal to place of abode or place of business and from place of abode or place of business to station or wharf or other terminal, while in a travel status. When using his own automobile in official travel, the traveler may be allowed mileage at a rate not to exceed 5¢ per mile in lieu of actual operating expenses, except that persons referred to in paragraph 3 above may be allowed reimbursement on such basis only to the extent that such allowance does not exceed the cost of transportation

by common carrier over the shortest usually traveled route between the points of travel.

When savings can be effected by the purchase of round trip or special rate tickets, they shall be obtained.

Extra expense incurred by persons referred to in paragraphs 2 and 3 above by reason of travel on airlines, extra fare trains, or unusual means of conveyance, will be allowed only when the travel voucher is accompanied by a satisfactory showing of the necessity therefor, or that the cost thereof, less the amount of subsistence allowance saved by more expeditious travel and the amount of salary of the traveler for the time thus saved, does not exceed the cost of rail or steamer transportation and Pullman or stateroom fare between the points of travel.

5. For the purposes of paragraphs 1, 2 and 3 above, the term per diem in lieu of subsistence includes all meals; lodgings; personal use of room during daytime; baths; fees or tips to waiters, bellboys, and other hotel servants, and dining room stewards and others on vessels, in connection with subsistence; telegrams and telephone calls reserving hotel accommodations; laundry and valet service; and transportation between places of lodging or where meals are taken and places of duty.

When meals are included in the cost of passage ticket on vessels, per diem in lieu of subsistence will not be allowed while traveler is on shipboard, but for such period he will be reimbursed on the basis of actual necessary travel expenses.

When a member of the Board's staff finds it necessary to take

leave of absence on account of illness while in a travel status, he may be allowed (with the approval of the Chairman, Vice-Chairman or Chairman pro tem in the case of a head of a division, and with the approval of the head of the division in the case of other employees of the Board per diem in lieu of subsistence during such absence for a period not to exceed one week and, in the event the illness extends beyond one week, he may be allowed per diem in lieu of subsistence for such additional period as may be fixed by the Board.

6. For the purposes of paragraphs 1 and 2 above, the term actual necessary travel expenses includes all actual necessary expenditures covered by the definitions of (a) actual necessary transportation expenses and (b) per diem in lieu of subsistence.

7. Except to the extent specifically allowed otherwise by this regulation, the provisions of the standardized Government travel regulations as amended shall continue to apply to all persons other than members of the Board traveling on official business of the Board.