
Please see below.

ARTICLE 24

Official Travel

Section 1 – General

Management and the NCFLL recognize that the nature of the mission of the Department is such that bargaining unit employees may be required to travel from their official duty station. Time spent in travel will be compensated according to 5 CFR 550 and 5 CFR 551 as well as other applicable government wide laws, rules and regulations.

Section 2 - Scheduling Official Travel

- A. Management agrees, if administratively controllable, to schedule and arrange for travel of bargaining unit employees (for TDY jobs, meetings, conferences, seminars, audits, training sessions, etc.) to occur within each employee's work schedule, to the extent practicable.
- B. Insofar as practicable, travel during non-duty hours shall not be required of an employee.
- C. A separate form of compensatory time off for time spent traveling, pursuant to 5 CFR 550 Subpart N, exists to compensate employees for time spent in traveling, when the time is not compensable under any other authority. Employees can earn compensatory time off for time actually traveling as defined in the regulations, and for the usual waiting time that precedes or interrupts such travel.
- D. When travel results from an event which cannot be scheduled or controlled administratively, such travel is hours of employment for pay purposes. The parties agree that disputes arising under this Section may be adjusted through the use of the grievance procedure provided in Article 15 of this Agreement.
- E. The Agency shall avoid requiring employees to perform continuous automobile travel for more than eight hours in any workday.

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- F. If an employee incurs POV mileage or out of pocket expenses as a result of local travel, the voucher may be submitted when the total expense is at least \$50, or one month's worth of expenses, whichever occurs first.
 - G. If a trip involves an overnight stay and otherwise qualifies as Temporary Duty Travel, a voucher should be submitted within 5 days of completion of travel. All procedures for filing and processing travel authorizations and vouchers will conform to the Department's electronic travel system.
 - H. The Department's policy is to pay travel vouchers within 20 workdays of submission by the traveler.

Section 3 - Notification of Temporary Duty

Employees who are assigned from their present official duty station for extended temporary duty elsewhere shall be notified at least two weeks in advance. In unusual circumstances, employees will be notified at the earliest possible time.

Section 4- Alternative Travel

When an employee on TDY voluntarily returns to the official duty station or place of abode for non-workdays, the maximum reimbursement for the round trip transportation and actual subsistence incurred en-route shall be limited to the actual subsistence and transportation expenses which would have been allowed had the employee remained at the TDY station. Such voluntary travel will be on the employee's own time.

Additional information regarding alternative travel is available in DLMS-7 which covers travel and transportation.