

American Samoa Government Department of Treasury



Travel and Transportation Policy *January 2024*

Travel and Transportation Policy – January 2024

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1 Overview

1.1 Authority

The contents and provisions of this policy manual are based on the authority of the Governor of American Samoa to promulgate policies and regulations which are prescribed administrative policies and procedures concerning the matters dealt with herein.

1.2 Delegation of Responsibility

This authority has been delegated by the Governor to the Treasurer of the American Samoa Government, who has a general responsibility for the policies, procedures, and other related matters in governing the expenditure of funds for travel and transportation.

1.3 Purpose

The purpose of this policy manual is to prescribe, amend and consolidate general policies and procedures relating to travel essential to the transaction of official business of the American Samoa Government.

1.4 Coverage

All officials and employees in branches of the Government, except otherwise limited by law, certain non-employee individuals who are authorized to travel at government expense, and employees of all organizations created by executive or statutory authority are covered by the policies and procedures contained herein.

A.S.C.A. §10.0603 is a limitation by law which empowers the legislature with respect to the disbursement of funds in its budget, except otherwise limited by the law. “The Legislature shall be fully responsible for maintaining proper record-keeping and management over the expenditure of funds.”

2 Travel Authorization

2.1 General

Authorization for travel shall be limited to that travel which is essential to the transaction of official business of the American Samoa Government. Authorizing officials and travelers shall employ cautious judgement in determining whether travel is essential to the transaction of official business of the ASG. Special consideration as to the number of employees performing travel, the scope, and purpose of travel proposals, and a common-sense combination of travel objectives are important to further these policies.

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2.2 Authority to Approve

All travel must be authorized by the Department Director, Budget Director and Treasurer. Director travel, however, must be authorized by the Office of the Governor of American Samoa. This authority may be delegated to the ASG department or office heads by the Governor at his discretion.

2.3 Authorization Form

The ASG Travel Authorization (TA) form, as amended, shall be used to request and authorize travel. The TA form shall be used to amend a TA when it becomes necessary to do so. TAs must be submitted to the Department of Treasury – Travel Section thirty (30) days prior to the date of the travel. Supporting documentation must be included with the submission (flight itinerary, hotel accommodation, conference/training details, and registration fees (if applicable)).

Departments may seek a thirty (30) day waiver if TAs are submitted less than 30 days prior to the date of travel. The waiver must be pre-approved by the Treasurer and attached to the TA before submission to the Travel Office.

Supporting documentation such as flight itinerary, hotel accommodation, conference/training details and registration fees (if applicable) must be included with the TA submission. A clearance form prepared by the Travel Section will accompany the TA.

No TA shall be issued to any travel agency without the required supporting documentation.

Travel forms may be obtained by contacting the Department of Treasury. Please note that in signing the TA, travelers authorize Treasury to deduct travel costs from their salaries if they owe ASG after filing their expense reports. Therefore, it is important the traveler signs the TA and not the department finance office in lieu of the traveler. The Travel Office will not accept a TA without the traveler's signature.

3 Expense Reporting

3.1 General

All travel expense reports must be signed by the traveler, reviewed by the department finance officer and approved by the traveler's director prior to submission the Treasury Travel Office. Director expense reports must be signed by director (as the traveler) then reviewed by the department finance officer. Director expense reports must also be approved by the Governor or designee prior to submission to the Treasury Travel Office.

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It is the department's responsibility to ensure the traveler provides all supporting documents with the expense report. There will be no resubmission of additional documents once the Treasury Travel Office receives the travel expense report.

3.2 Reporting Form

The ASG Travel Expense form shall be used to report travel expenses to the Department of Treasury - Travel Section. A trip report containing a brief itinerary of the trip, events, and activities relative to the travel, supporting expense receipts (meals and incidentals not included), used airline tickets including boarding passes, and any unused airline tickets must accompany the expense report. Failure to provide documentation will result in repayment of all advanced travel funds.

The ASG Travel Expense form shall be accompanied by proof of attendance at the seminar and/or meeting when that is the purpose of the travel. Acceptable proofs include but are not limited to a copy of the agenda and/or a certificate of completion. The name and address of the entity sponsoring the seminar or meeting shall be provided. Unless a good cause is presented, if the traveler did not attend the entire seminar, the traveler shall repay the per diem/travel advance for the portion of the seminar the traveler did not attend, unless the traveler was attending another seminar for which travel was authorized. For example, see section 4.3.8.

Written confirmation from an off-island meeting attendee other than the employee shall also satisfy this requirement. Verified e-mail messages confirming the meeting the employee attended shall also satisfy this requirement. For both written confirmations above, the full name of the attendee, the attendee's address and official title shall be included as part of the confirmation.

3.3 Reporting Deadlines

All travel expense reports shall be filed with the Department of Treasury – Travel Section within thirty (30) days after the completion of the travel. Travel privileges for that individual may be suspended if an expense report is not received timely.

If a traveler fails to file an expense report within thirty (30) days of the completion of travel, the Travel Office will also initiate payroll deductions to reimburse the government for the travel. There will be a suspension of all future travel requests and a maximum 25% garnishment against their paycheck until the amount is paid in full. Subsequent notification will be provided to their director concerning the failure to submit an expense report. If the traveler is not an ASG employee, the Travel Office will refer the matter to Treasury's Credit & Collection Section.

It is the department's responsibility to notify their employees of any pending expense reports that have not been filed.

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3.4 Reimbursement to Traveler

If a traveler has filed the expense report and upon verification funds are due the traveler, the Department of Treasury - Travel Section will process a reimbursement to the traveler within thirty (30) business days of receipt of the expense report.

3.5 Reimbursement to the ASG

If the traveler's expense report indicates that funds are due back to the ASG, the Department of Treasury – Travel Section will begin the payroll deduction process. The Travel Office will also notify the traveler's respective finance officer of the following:

- Traveler
- Travel Authorization (TA) Number
- Total Amount Owed to ASG
- Amount to be deduction from paycheck
- Pay period # when deductions will begin

If the traveler owes \$500 or more, travel privileges will be suspended until at least half of the fund due to ASG have been paid.

3.6 Intent to Commit Fraud

In the event the traveler:

- a. Travels on official business on behalf of the ASG under false pretenses (i.e. uses airline ticket/per diem for personal/other reasons and not to conduct business for or on behalf of the government); or
- b. Falsifies documentation for a travel expense report;

The Department of Treasury will:

- a. Notify the traveler and the authorizing authority of their travel in writing of such findings;
- b. Reserve the right to deduct no more than 80% from an employee's paycheck until the travel authorization expenses are paid in full;
- c. Formally file an infraction to the traveler's employment record, if applicable;
- d. Suspend all future travel rights of the traveler; and
- e. Reverse the right to pursue a formal investigation of the traveler, in violation of regulations or laws of the American Samoa Government and/or Federal government.

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4 Off-island Travel

4.1 Overview

Off-island travel is authorized to a traveler for conducting official business on behalf of the American Samoa Government or through an obligation of the American Samoa Government on behalf of the traveler, such as an employment contract or part of a scholarship program. This section details the policy and procedures for acquiring airline accommodations, calculating per diem advances, arranging lodging accommodations, meals, laundry, land transportation expenses and other expenses.

In addition, off-island travel **must be** for training, conference etc, that are **three days or more**. Exceptions are if federal travel is approved by the grantor. It is a waste of government funds to travel a long distance for a one-day training.

4.2 Airline Accommodations

In general, all travelers must use **coach/economy-class accommodations** when arranging airline tickets. Exceptions to this include:

- a. When coach/economy-class is not available;
- b. When the use of first or business-class is necessary to accommodate a disability (Disabilities must be sustained in writing by a certified medical authority);
- c. When exceptional security circumstances require first/business-class travel; and
- d. When the traveler upgrades to another class at their own personal expense.

4.3 Per Diem

To prevent financial hardship on the traveler, the full per diem allowance shall be payable in advance before the commencement of the trip. The Department of Treasury strongly recommends, but does not require, the traveler apply for ACH/Direct Deposit through the Disbursing Section of the Department, to ensure that travel allowance is efficiently available for use to the traveler prior to the travel commencing.

The traveler may request additional travel allowance funds through a Travel Authorization amendment if additional funds are required due to extension or changes to travel plans. Additional funding, if approved, will be disbursed to the traveler, a responsible party on behalf of the traveler or automatically through ACH/Direct Deposit.

In the event the traveler experiences travel delays, missed/canceled flights, unanticipated lodging accommodations, unplanned land transportation expenses, etc., and a Travel Authorization amendment cannot be filed in adequate time, the traveler will be responsible for bearing these expenses personally at the time the unanticipated expense occurs.,,. The traveler may claim a reimbursement of these expenses upon return from the travel as part of the travel expense reporting process.

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4.3.1 Per Diem - Rate Basis

The American Samoa Government uses the following rate schedules:

- a. Continental United States (CONUS) – General Services Administration (GSA)
[<https://www.gsa.gov/travel/plan-book/per-diem-rates>]
- b. Non-Foreign Overseas United States (OCONUS) – United States Department of Defense (USDOD) [<https://www.travel.dod.mil/>]
- c. Foreign – United States Department of State (USDOS)
[https://aoprals.state.gov/web920/per_diem.asp]

The rate basis for each of these schedules is the peak rate of the travel location for the current fiscal year.

4.3.2 Per Diem - Lodging

In general, all travelers must pre-book **standard rate suites** at hotels/motels when arranging hotel/lodging accommodations. Exceptions to this include:

- a. When standard rate is not available;
- b. When the use of additional hotel/motel suite classifications is necessary to accommodate a disability;
- c. When the use of other hotel/motel suite classifications is necessary for an essential business function;
- d. When the use of other hotel/motel suite classifications are necessary to accommodate multiple-travelers sharing the same suite; or
- e. When the traveler upgrades to another suite classification at their own personal expense.

The lodging per diem amount is advanced as a flat rate, depending on the location. Using the rate schedules identified in section 4.3.1 – the traveler will select the peak seasonal rate for their travel destination(s), regardless of the period in which the traveler is traveling. As an example, if the traveler’s destination is Washington, D.C. within Fiscal Year 2023:

2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
\$257	\$188	\$188	\$188	\$188	\$258	\$258	\$258	\$258	\$172	\$172	\$257

The traveler would select the \$258 maximum daily lodging rate for the Washington, D.C. destination. This is done so that the traveler may be provided adequate expenses to cover taxes and to accommodate for recent inflation impacts – which are not adequately accounted for in rate schedules, based on locality/destination.

A higher lodging per diem rate (a maximum of \$500 per day, unless otherwise authorized by the Treasurer), may be authorized with prior notification, upon submission of the travel authorization form

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– showing the difference between the actual maximum daily lodging rate for the location and the required hotel expense. This increase in expense must be detailed both as part of the Travel Authorization request and the final travel expense report (see section 3.2). Rates higher than the maximum daily rate of a location not accounted for upon submission of the travel authorization request, will be reimbursed to the traveler after the travel expense report is filed, if applicable.

If a traveler shares a room with another traveler on official business, receipts will be required for both expense reports, detailing the cost-share paid for lodging. This may result in amounts due back to the ASG upon filing the expense report.

Lodging per diem does not include privately owned home rental expenses. Any Long-term travel authorizations that may require rentals or short-term homestays, must be authorized by the Treasurer as part of the Travel Authorization.

4.3.3 Per Diem - Meals & Incidentals

Meals and incidental expense per diems are advanced at a flat rate depending on the destination, regardless of the amount expended by the traveler. Receipts for meals and incidentals are not required when filing a travel expense report.

4.3.4 Per Diem - Land Transportation

Courtesy shuttle services furnished by hotels/motels between the place of lodging and the airport should be the first source of transportation by the traveler, if offered by the hotel. In addition, courtesy shuttle services between hotels/motels and the place of official business being conducted should also be used, if offered.

Travelers will be afforded maximum land transportation allowance of \$1,000, to be requested on the travel authorization request form. Justification for the estimated need of travel must be provided as part of the request. Directors and elected officials will be afforded a maximum land transportation allowance of \$1,500, to be requested on the travel authorization form. When justifying the estimated need, the traveler should research their respective destinations and estimate the cost of land transportation needs using services such as public transportation, taxi services, ride-hailing service, etc.

No reimbursement will be provided for any land transportation costs beyond the maximum allowance. For clarification, land transportation costs include (but are not limited to): vehicle rentals, Uber-type rides, bus, monorail or train fare, parking and gass.

If the traveler knows he or she will not need the entire \$1,000 land allowance, they may adjust their request to the amount that is appropriate to avoid having to reimburse ASG.

Receipts should be kept for all land transportation related expenses to be submitted to the Department of Treasury – Travel Section as part of the travel expense report. Travel receipts less than the amount estimated for land transportation expenses will be due back to the ASG from the traveler. Travel receipts more than the approved amount will be reviewed by the Travel Section to determine if a

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refund is owed to the traveler. Land Transportation expenses determined to be non-qualifying may include non-official business-related destinations.

Rental cars are authorized for use if several travelers are going to the same location for the same purpose. Only one traveler will be advanced the funds for the use of the rental car, unless the group exceeds 4 people. The booking must be included in the travel authorization request, for appropriate land transportation funding to be allocated. Fuel reimbursements must include receipts filed with the expense report.

If the travel authorization exceeds 30 days, additional land transportation funds may be sought as part of an amended travel authorization request.

Land transportation allowances do not include privately owned vehicle related reimbursements for off-island travel. The use of private vehicles on off-island travel authorizations, are at the personal expense of the traveler.

For travelers using Federal funds, awarding agencies must authorize the funding of land transportation. (FTR §301-10)

4.3.5 Per Diem - Laundry

Laundry expenses are authorized for travel exceeding ten (10) days. These expenses are capped at \$25 for each 7-day period or part thereof. Receipts are not required, and no advancement allowance is provided. This may be claimed as part of the travel expense report.

4.3.6 Per Diem - Excess Baggage

When the total weight or volume of government property and personal effects or other properties needed by the traveler exceeds the airline's baggage allowance, quantities more than the allowance shall *be shipped* at government expense if it is determined by the traveler's department director that the total pieces *shipped* are essential to the transaction of official business. No advancement allowance is provided, this may be claimed as part of the travel expense report. Receipts for these additional expenses, as well as justification (airline policy references) must be filed as part of the expense report.

ASG will reimburse one extra luggage piece at thirty (\$30) dollars. Any cost more than thirty dollars will be at the expense of the traveler. Any additional luggage will be at the expense of the traveler.

4.3.7 Per Diem - Trip Cancellation; Lost or Stolen Tickets

Should the traveler learn that their reservations for air transportation and/or accommodations will not be used, the traveler should promptly cancel them. Failure to do so may result in charges for unused accommodations, airfare, rental cars, etc. These charges will be borne by the traveler and not the ASG.

If a travel authorization has been submitted, the traveler should contact the Department of Treasury – Travel Section to immediately stop processing the authorization request. If the Travel Authorization

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has been processed and travel related expenses distributed (per diem, registration fees, etc.), the traveler must return all checks to the Department of Treasury – Revenue Section. Failure to do so will result in the traveler paying back the amounts owed to the ASG, as described in Section 3.5.

If tickets/transportation requests were lost or stolen, immediately report this to the carrier(s) concerned, to the commercial travel agency and/or the individuals responsible for arranging your travel.

4.3.8 Illness, Injury, or Personal Emergency

ASG may authorize reimbursement for transportation and per diem expenses if you discontinue or interrupt official travel prior to its completion because of an incapacitating illness or injury. The traveler or an individual on behalf of the traveler, must contact the official who approved your travel authorization as soon as possible to inform them of the incapacitation, causing disruption to your travel assignment. If such contact cannot be made on a timely basis, payments will be approved after the travel has been performed.

When an ASG employee on official business experiences illness or injury that requires medical attention while the traveler is traveling, medical expenses may be covered by the ASG through appropriate healthcare authorities. The individual responsible for authorizing your travel will contact appropriate healthcare authorities and secure necessary medical referrals on your behalf.

If the traveler experiences a personal emergency unrelated to illness that requires their travel to be disrupted or discontinued, they must contact the individual responsible for authorizing their travel. The authorizing individual will contact the Department of Treasury – Travel Section to determine the appropriate course of action given the personal emergency.

4.3.9 Per Diem - Entertainment Expenses

Entertainment expenses are not allowed *unless specifically outlined on the Travel Authorization* request. Entertainment expenses must be approved by the Governor (or designee) under special circumstances, such as the recruitment of new hires or business. The total entertainment expenses claimed must not exceed the total authorized on the travel authorization request. Any excess expenses will be borne by the traveler. Any requests for reimbursement must be supported by receipts, the names of the persons entertained and the total amount of the expense including tips and gratuity.

4.3.10 Per Diem - Protocol Expenses

Only the Governor and Lt. Governor are allowed protocol expenses in the Executive Branch.

4.3.11 Per Diem - Actual Expense Allowance

The Actual Expense Allowance (AEA) is limited to 150% of the applicable per diem rate. Receipts are required for lodging regardless of the amount. Written requests for AEA must be submitted to the

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Treasurer for prior approval, as part of the travel authorization request. AEA will be considered after the fact for reimbursement as part of the travel expense report process. Consideration of AEA may be authorized only when expenses are unusually high due to unique or special circumstances.

4.3.12 Per Diem - Invitational Travel and Lodging & Meals that are Provided

When a traveler's expenses are fully or partially covered by a non-ASG source, there are occasional limitations to such arrangements. The traveler should determine if a travel authorization request needs to be submitted to account for lodging or meals not covered by the invitational arrangement. This would be inclusive of lay-overs or situations in which there are travel restrictions in place that may require lodging that is not covered by the invitation.

When a traveler is provided meals and/or lodging as part of a conference, training, meeting, etc., the per diem will be reduced in the Travel Authorization according to what is provided. If lodging is provided, the traveler will only be advanced an allowance for meals and incidentals for that location. If a meal or meals are provided, the traveler will only be advanced allowance for the portion of the per diem that is not provided by the organizer.

Per diem may be calculated (for meals only) for in-transit days between locations at fractional rates.

Expense Reporting for invitational travel may still be required when the ASG provides per diem allowances to the traveler. The traveler should verify the need to submit a travel expense report to the Department of Treasury by contacting the Travel Section upon returning to avoid missing required deadlines and potential infractions of this policy.

5 Off-island Travel – Scholarship Students

Individuals who have received scholarships from the ASG are entitled to transportation at the expense of the ASG under criteria established by the Scholarship Committee of the Department of Education. Travel authorization must be processed through the standard travel authorization request form and procedures.

Returning scholarship students who have satisfied all the Scholarship Committee requirements are entitled to transportation costs (return airfare) and shipping costs for personal effects and professional books to American Samoa. This allowance is \$500.00.

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6 Contract Employment Travel

6.1 Overview

A newly appointed contract employee of the ASG is provided transportation expenses for themselves, their spouse and children, household effects and professional materials. The recruiting department, agency, or office is responsible for the processing of a Travel Authorization request in accordance with the travel and transportation policy of the ASG.

6.2 Airfare

The contract employee and their family are authorized economy jet air travel accommodations between the point of hire and American Samoa. Each person is entitled to the full baggage and seat allowance offered by the air carriers. Additional cost for their superior accommodations or their excess baggage shall be borne by the employee.

6.3 Per Diem

The contract employee and their spouse are entitled to per diem for the time it would normally take to travel a particular distance. Based on experience, the travel for new hires usually takes one to two days depending on point of hire. The contract employee and spouse each are entitled to one day per diem for Los Angeles and one day per diem for Honolulu. This is regardless of the number of children. No receipts are required, and no expense reports need to be filed. This cash payment will be made upon arrival in the territory and upon departure at the end of the contract.

6.4 Household Effects

In lieu of authorized weight allowances for land and ocean shipments, cash payments in accordance with the following schedule will be made to contract employees for those shipments for the purpose of affecting savings to the Government:

Family Size	Payment	Notes
1	\$2,000	
2	\$2,500	
3	\$3,000	
4	\$3,500	
5	\$4,000	Maximum Allowable

Any portion of a cash payment from this schedule that is not applied to the cost of household or professional effects shipment inures to the benefit of the employee. Employees will be issued cash payments from the schedule upon arrival in the Territory.

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Any exception for newly hired employees resulting in the issuance of a letter of credit to the selected shipping agency may be made only by the Treasurer. Special arrangements will be separately negotiated for contract employees not residing in the United States.

Household effects include household furnishings, equipment and appliances, furniture, clothing, books, and similar property. It does not include automobiles, motorcycles, airplanes, boats, trailers, birds, pets, livestock, cordwood, building materials, property belonging to persons other than the employee and their immediate family or any intended for use in conducting a business or other commercial enterprise.

6.5 Other Regulations

Customs regulations applicable to the shipment of all goods must be observed for all travel. The employee is responsible for compliance with the appropriate regulations. The employee is liable for additional charges imposed by customs or port authorities.

The firearms laws in the United States differ from Territorial legal restrictions. Weapons and ammunition of any kind are prohibited, including air guns (BB, pellet, etc.) without prior licensing and registration. The regulations regarding this may be obtained from the American Samoa Department of Treasury – Customs and Excise Tax Division and from the American Samoa Department of Public Safety.

The only domestic pets that may be brought into the Territory are dogs and cats. They must be quarantined for 120 days in Hawaii. Regulations and laws regarding this may be obtained from the American Samoa Department of Agriculture.

6.6 Temporary Transportation

Due to the timing of shipments of new employee's vehicles from off-island and the occasional scarcity of new and used cars for sale in the Territory, the ASG may provide a new employee transportation for a maximum of thirty (30) consecutive days from their arrival in American Samoa. The vehicle may be from the ASG motor pool or from a commercial car rental business. The ASG is liable for rental fees while the employee is liable for gasoline. This benefit is at the discretion of the department, office or agency director and is subject to all vehicle policies, procedures, laws, and executive orders.

6.7 Renewal of Employment Contract

The employee who is renewing their contract is authorized round trip economy air transportation at full economy fare to the place of hire on the renewal contract. The employee may request this transportation to be paid in cash. The employee is not entitled to shipment of household effects perschedule in 7.4. The employee and their spouse are each entitled to one day per diem for Los Angeles and one day per diem for Honolulu. This is regardless of the number of children. No receipts are required, and no expense reports need to be filed for this travel authorization.

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6.8 Termination of Employment Contract

An employee who is terminating (not renewing) their contract is authorized one-way economy air transportation to their place of origin on the employment contract. The employee is entitled to shipment of household effects per the schedule in Section 7.4. The employee and their spouse are each entitled to one day per diem for Los Angeles and one day per diem for Honolulu. This is regardless of the number of children. No receipts are required, and no expense reports need to be filed for this travel authorization.

6.9 Professional Materials

Two-year contract employees are entitled to reimbursement for shipping professional materials (tools, books, manuals, etc.). Costs will be paid upon presentation of receipts with a limit of \$1,000. The payment will be made on the original contract and upon final termination. This amount is to be submitted to the Treasurer for their authorization for reimbursement. The Treasurer's decision on any reimbursements is final. The request for professional materials reimbursement shall be on the original travel authorization request when the employee is hired.

7 Local Travel

7.1 Personal Vehicles

The use of a personal vehicle is authorized for use for local business transportation, with the department, office, or agency directors' approval. Any reimbursements should be calculated with the current IRS mileage rate. Contact the Department of Treasury – Travel Section for this rate or visit the IRS website for more information.

7.2 Local Travel Rates

The rates for travel between Tutuila Island, the Manu'a islands group (Ofu, Olosega, and Tau) and Swains Island will be advanced at a maximum rate of \$150 per day for lodging accommodations and \$75 for meals and incidentals, for a total maximum of \$225. Travelers should pre-arrange their accommodations where they can and request the amount of the accommodation on the Travel Authorization – to minimize any amounts due back to the ASG from the Traveler. Airfare and sea transportation expenses will be completed by the requesting department, office, or agency. Inner-island travel allowance may be provided as part of the travel authorization to groups of individuals needing to charter an alia (local boat). The traveler must identify the number of trips in their authorization request. This rate will be capped at \$100 per one way alia boat trip.

At the discretion of the department, office, or agency director; that entity may pay for lodging/accommodations, charter boats, etc. directly to the vendor in arranging the trip for an

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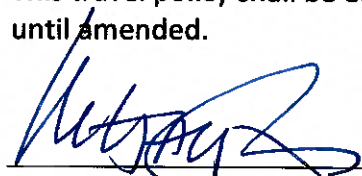
individual or group of travelers. This means the traveler will only be afforded meal and incidental allowance per day.

8 Personal Travel

Individuals may take personal travel before or after their government-work related trip. However, all costs incurred during personal travel are at the expense of the individual. Per diem will not be afforded the traveler. If the traveler plans to fly to a different location from where his or her work-related trip is, the expense is out of pocket by the traveler.

9 Effective Date

This travel policy shall be effective for all travel occurring after January 1, 2024 and shall be in full force until amended.



Malemo L. Tausaga, ASG Treasurer

January 04, 2024

10 Appendix

10.1 Travel Authorization Form

Request Information										
Traveler's Name			Travel Authorization No.		Vendor No.		Date			
Position Title			Department		Email		Phone			
Purpose of Travel										
Destination			Depart Date		Return Date		Annual Leave From: Yes No			
Charge To	FUND/ORG		TASK		OPTION		COST CENTER			
Itinerary										
DATE	ITINERARY POINT		PER DIEM RATE				Air Fare	Taxi/Car Fare	Other Costs <small>(Explain in Remarks)</small>	
	CITY	STATE	Lodging	Meals	No. of Days	Total				
						Totals	\$ -	\$ -	\$ -	\$ -
YES	NO									
<p>5. Is the employee making any deviations from the authorized itinerary for personal convenience, taking any annual leave or using a different mode of transportation for personal convenience? If yes, explain in Remarks.</p> <p>6. If air transportation is the mode of travel between itinerary points, is the lowest priced carrier being used between all points? If no, explain in Remarks.</p>										
REMARKS:							EST. COST TO GOVERNMENT			
							Total Airfare			
							Total Per Diem			
							Land Transportation			
							OTHER (Registration Fee)			
							TOTAL AUTHORIZED	\$	-	
<p>I understand that any travel is for government business only, and I agree to file a travel expense report within 30 days of completion of my travel (except for terminating contract employees). If I do not file such a report, I hereby authorize the Treasurer to deduct the full cost of the travel from my salary. I also authorize the Treasurer to deduct from my salary any amount that the Treasurer determines is due back to the American Samoa Government.</p>										
Traveler's Signature _____					Date _____					
Department Approval _____					Date _____					
Budget Approval _____					Date _____					
Treasury Approval _____					Date _____					

American Samoa Department of Treasury - Travel and Transportation Policy – January 2024

10.2 Travel Expense Report Form

ASG Form TR-F-003 5/29/2014

TRAVEL EXPENSE VOUCHER
AMERICAN SAMOA GOVERNMENT

Department Contact Information: Department: _____ Phone No: _____

Traveler Information

Traveler's Name: _____ Email: _____ Travel Authorization No. _____

Purpose of Trip (state briefly) _____

Vendor No. _____

Voucher Date: _____

FUND/ORG	ACCOUNT	COST CENTER	OBJECT	ACTIVITY	TASK	OPTION

Itinerary Information

Date	Place	Departed From Time	Place	Arrived At Time	VIA	Ami	Tax/ Car Fares	Lodging	Meals/ Per Diem	Item	Other Expenses	Amount	Line Totals
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00

Totals \$0.00 \$0.00 0.00 0.00 \$0.00 \$0.00

Justification Information

Date of Meeting: _____ To _____

Was the registration fee paid? **Yes** No
If yes, attach material which gives details of the fee paid.

Ticket No. _____ Amount: _____

Check One:
 Ticket Used _____ Attach boarding pass
 Ticket Returned _____
 Full _____ Partial _____

TOTAL EXPENSES (Amount Claimed):	0.00	Comments:
Less: AMOUNT NOT ALLOWED:	0.00	
Net AMOUNT OF REQUEST:	0.00	
Less: ASG TRAVEL ADVANCE:		
AMOUNT DUE TRAVELER:		
AMOUNT DUE ASG:	0.00	
Attached: Check Cash		

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for American Samoa Government (ASG) purposes as allowed by ASG policies and procedures.