

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA

TO:		ISSUE NO. 326
State Office	STATE PROCEDURE	
Area Office	NOTICE	DATE: May 18, 2011

RURAL DEVELOPMENT MANUAL CHANGE

RD Instruction 2018-G, para. 2018.304 (c) (3) (i) and 2036-A, para. 2036.10 and para. 2036.10 (a) (1, 5)

GENERAL: The purpose of this PN is to provide a uniform “Cost Comparison Format” to be used by Rural Development Pennsylvania employees when deciding which mode of transportation is the most cost advantageous to the Government.

INSERT:

PA PN 326 (2018-G, 2036-A), “Uniform Cost Comparison Format to be Used When Determining Which Mode of Transportation is the Most Cost Advantageous to the Government”, Page 1–RD Instruction 2018-G, para. 2018.304 (c) (3) (i)

PA PN 326 (2018-G, 2036-A), “Uniform Cost Comparison Format to be Used When Determining Which Mode of Transportation is the Most Cost Advantageous to the Government”, Page 2–RD Instruction 2036-A, para. 2036.10 and para. 2036.10 (a) (1, 5)

PA PN 326 (2018-G, 2036-A), Exhibit A, “Cost Comparison Worksheet”, Instructions and Examples

RD Instruction 2018-G, para. 2018.304 (c) (3) (i)

§2018-G.304 (c) Using GFVs or GOVs for home-to-work transportation

The purpose of this PN is to provide a uniform “Cost Comparison Format” to be used by Rural Development Pennsylvania employees when deciding which mode of transportation is the most cost advantageous to the Government.

(3) (i) Employees are required to submit the “Cost Comparison Sheet” along with their completed Form AD-728 detailing which mode of transportation is the most cost advantageous to the Government.

RD Instruction 2036-A, para. 2036.10

§2036.10 Transportation expenses.

The purpose of this PN is to provide a uniform “Cost Comparison Format” to be used by Rural Development Pennsylvania employees when deciding which mode of transportation is the most cost advantageous to the Government.

Travelers are required to submit a completed “Cost Comparison Sheet” when not using a method of transportation that is presumed to be the most cost advantageous to the Government as stated in FTR §301-10.5.

(a) Common carrier transportation.

(1) Contract air service.

If a city pair fare is unavailable in the GovTrip system, travelers are required to complete the “Cost Comparison Sheet” and scan or fax it into their travel authorization in the GovTrip system before the authorization can be approved.

(5) Supersaver fares.

Before a traveler can be authorized to use a supersaver fare, they are required to complete the “Cost Comparison Sheet” and scan or fax it into their travel authorization in the GovTrip system.

Cost Comparison Worksheet

Employee: _____
FLSA Status: _____
Tour of Duty: _____
Home of Record: _____
Office Location: _____

Miles and Time:
TDY Location: _____
Home to Office: _____
Office to TDY Location: _____
Home to TDY Location: _____

A. Scenario: _____

Charges	Type	Quantity	Rate	Total
POV Mileage				\$0.00
GFV Mileage				\$0.00
GFV Daily Rental				\$0.00
Carrier Tickets				\$0.00
Regular Time				\$0.00
Overtime				\$0.00
M&IE				\$0.00
Lodging				\$0.00
Other				\$0.00
Total				\$0.00
Remarks				

B. Scenario: _____

Charges	Type	Quantity	Rate	Total
POV Mileage				\$0.00
GFV Mileage				\$0.00
GFV Daily Rental				\$0.00
Carrier Tickets				\$0.00
Regular Time				\$0.00
Overtime				\$0.00
M&IE				\$0.00
Lodging				\$0.00
Other				\$0.00
Total				\$0.00
Remarks				

Conclusion	
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Cost Comparison Worksheet Instructions

***Employee:** Enter the name of the employee doing the travel.

***FLSA Status:** Enter Non-Exempt or Exempt.

***Tour of Duty:** Enter your tour of duty days and hours for the days of the travel.

***Home of Record:** Enter your place of residence. This should be the same place of residence that HR has listed for you.

***Office Location:** Enter your assigned office location.

***TDY Location:** Enter the city and state where the travel will occur.

Home to Office (if applicable): Enter the number of miles and amount of hours in 15 minute increments it takes to get from your home of record to your office location.

Office to TDY Location (if applicable): Enter the number of miles and amount of hours in 15 minute increments it takes to get from your office location to your TDY location.

Home to TDY Location (if applicable): Enter the number of miles and amount of hours in 15 minute increments it takes to get from your home to your TDY location.

***Scenario:** Enter a one sentence description next to Scenarios A & B (e.g., using a personal vehicle, transportation by train, or keeping the government car at home).

POV Mileage (if applicable): Enter the round trip mileage obtained from electronic maps or actual odometer readings under "Quantity". Enter the corresponding mileage rate under "Rate". [Check GSA](#) for the current reimbursement rates for privately owned vehicles.

GFV Mileage (if applicable): Enter the year, make & model of the GFV you will be using under "Type" and the round trip mileage obtained from electronic maps or actual odometer readings under "Quantity." Enter the corresponding mileage rate under "Rate" for the GFV you will be using. If you do not know the mileage rate for the GFV, contact the Budget Analyst or the Budget Technician in the State Office.

GFV Daily Rental (if applicable): Enter the year, make & model of the GFV you will be using under "Type" and the number of days you will be using the GFV under "Quantity". Enter the corresponding daily rental rate under "Rate" for the GFV you will be using. If you do not know the mileage rate for the GFV, contact the Budget Analyst or the Budget Technician in the State Office.

Carrier Tickets (if applicable): Enter the type of common carrier transportation (contract air, non-contract air, commercial air, train, bus) on under "Type". Enter the total cost of the tickets under "Rate". Instances using mixes of common carrier types or multiple TDY locations and common carrier types should include multiple cost comparison worksheets.

***Regular Time:** Enter your grade and step under "Type". Enter the amount of hours in 15 minute increments for your normal duty hours spent traveling under "Quantity". Enter the corresponding hourly rate under "Rate" on line three. [Check OPM for current hourly rates.](#)

Cost Comparison Worksheet Instructions

Overtime (if applicable): Enter your grade and step under “Type”. Enter your travel time in excess of normal tour of duty hours in 15 minute increments under “Quantity”. Enter the corresponding hourly rate under “Rate” on line three. [Check OPM for current hourly rates.](#)

M&IE (if applicable): Enter the locality of travel under “Type”. Instances with multiple TDY locations should use one comparison worksheet for each TDY location. Enter the number of days of M&IE under “Quantity.” This will be 0.5 days less than the total days of travel because M&IE is calculated at 75% for the first and last day. Enter the corresponding M&IE rate under “Rate”. [Check GSA for current M&IE rates.](#)

Lodging (if applicable): Enter the locality of travel under “Type”. Instances with multiple TDY locations should use one comparison worksheet for each TDY location. Enter the number of days of lodging required under “Quantity”. This will be one less than the total days of travel because lodging will not be used on the last day of travel. Enter the corresponding lodging rate under “Rate”. [Check GSA for current lodging rates.](#)

Other (if applicable): Enter the total of all other fees incurred (parking, tolls, and communications expenses) on line six under the “Total” block. Use the “Remarks” section to delineate each cost.

***Remarks:** Enter all necessary comments in the “Remarks” sections. This includes, but is not limited to, planned travel timelines, the sum of M&IE in situations requiring multiple TDY locations, necessity for circuitous routes of travel, justification for weekend or holiday travel, lists of other costs, and justifications for miscellaneous costs (internet fees, telephone fees, baggage fees, etc.). If additional pages are required, submit on approved letterhead.

***Conclusion:** Enter a statement saying which scenario is the most cost effective to the government, therefore, the one you will be using.

***Required item**

Cost Comparison Worksheet

Employee: John Smith
FLSA Status: Non-Exempt
Tour of Duty: M-F 8:00am-4:30pm
Home of Record: Lewistown, PA
Office Location: Harrisburg, PA

Miles and Time:
TDY Location: Mifflintown, PA
Home to Office: 57 miles, 1 hour
Office to TDY Location: 45 miles, 0.75 hours
Home to TDY Location: 15 miles, 0.5 hours

A. Scenario: Take the GFV home the night before a two day field visit in Mifflintown

Charges	Type	Quantity	Rate	Total
POV Mileage				\$0.00
GFV Mileage	2010 Ford Fusion	147.00	\$0.11	\$16.17
GFV Daily Rental	2010 Ford Fusion	2	\$7.00	\$14.00
Carrier Tickets				\$0.00
Regular Time	GS 11, Step 5 Salary	2.25	\$31.17	\$70.13
Overtime				\$0.00
M&IE				\$0.00
Lodging				\$0.00
Other				\$0.00
Total				\$100.30
Remarks	Take the GFV home the night before travel. Leave from home in GFV, drive to field visit in Mifflintown and return home. On the second day leave from home in GFV, drive to field visit in Mifflintown and afterward drive to the office in Harrisburg.			

B. Scenario: Leave from the office each day, drive to Mifflintown and return.

Charges	Type	Quantity	Rate	Total
POV Mileage				\$0.00
GFV Mileage	2010 Ford Fusion	180.00	\$0.11	\$19.80
GFV Daily Rental	2010 Ford Fusion	2	\$7.00	\$14.00
Carrier Tickets				\$0.00
Regular Time	GS 11, Step 5 Salary	3.00	\$31.17	\$93.51
Overtime				\$0.00
M&IE				\$0.00
Lodging				\$0.00
Other				\$0.00
Total				\$127.31
Remarks	Take the GFV from the office in Harrisburg each day, drive to field visit in Mifflintown and return to the office.			

Conclusion	Based on the calculations above, scenario A would be the most cost effective to the government.
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Cost Comparison Worksheet

Employee: John Smith
FLSA Status: Non-Exempt
Tour of Duty: M-F 8:00am-4:30pm
Home of Record: Lewistown, PA
Office Location: Harrisburg, PA

Miles and Time:
TDY Location: St. Louis, MO
Home to Office: _____
Office to TDY Location: _____
Home to TDY Location: _____

A. Scenario: Use GovTrip to book contract airfare from Harrisburg, PA to St. Louis, MO

Charges	Type	Quantity	Rate	Total
POV Mileage				\$0.00
GFV Mileage				\$0.00
GFV Daily Rental				\$0.00
Carrier Tickets	Contract Airfare			\$654.25
Regular Time	GS 11, Step 5 Salary	3.50	\$31.17	\$109.10
Overtime	GS 11, Step 5 Salary	13.00	\$37.56	\$488.28
M&IE				\$0.00
Lodging				\$0.00
Other				\$0.00
Total				\$1,251.63
Remarks	The only contract flights available in GovTrip are \$654.25 with 16.5 total hours of travel time.			

B. Scenario: Book a non-contract supersaver fare from Harrisburg, PA to St. Louis, MO outside of GovTrip

Charges	Type	Quantity	Rate	Total
POV Mileage				\$0.00
GFV Mileage				\$0.00
GFV Daily Rental				\$0.00
Carrier Tickets	Non-Contract Airfare			\$403.74
Regular Time	GS 11, Step 5 Salary	2.50	\$31.17	\$77.93
Overtime	GS 11, Step 5 Salary	10.00	\$37.56	\$375.60
M&IE				\$0.00
Lodging				\$0.00
Other				\$0.00
Total				\$857.27
Remarks	A "supersaver" non-contract flight is \$403.74 on the Expedia website with 12.5 hours of travel time.			

Conclusion	Based on the calculations above, scenario B is more cost effective to the government.
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Cost Comparison Worksheet

Employee: John Smith
FLSA Status: Non-Exempt
Tour of Duty: M-F 8:00am-4:30pm
Home of Record: Lewistown, PA
Office Location: Harrisburg, PA

Miles and Time:
TDY Location: Clearfield, PA
Home to Office: 57 miles, 1 hour
Office to TDY Location: 133 miles, 2.5 hours
Home to TDY Location: 101 miles, 1.75 hours

A. Scenario: Leave from home in POV, drive to Clearfield, stay overnight and return home.

Charges	Type	Quantity	Rate	Total
POV Mileage		202.00	\$0.51	\$103.02
GFV Mileage				\$0.00
GFV Daily Rental				\$0.00
Carrier Tickets				\$0.00
Regular Time	GS 11, Step 5 Salary	3.50	\$31.17	\$109.10
Overtime				\$0.00
M&IE				\$0.00
Lodging				\$0.00
Other				\$0.00
Total				\$212.12
Remarks	Leave from home in POV, drive to Clearfield for training, stay overnight and return home the next day after training session. Lodging and M&IE were not included in the calculations because they would be the same in each scenario.			

B. Scenario: Drive in POV from home to office, drive GFV to Clearfield, stay overnight, return to the office and drive POV home.

Charges	Type	Quantity	Rate	Total
POV Mileage		114.00	\$0.51	\$58.14
GFV Mileage	2010 Ford Fusion	266.00	\$0.11	\$29.26
GFV Daily Rental	2010 Ford Fusion	2	\$7.00	\$14.00
Carrier Tickets				\$0.00
Regular Time	GS 11, Step 5 Salary	4.25	\$31.17	\$132.47
Overtime	GS 11, Step 5 Salary	0.75	\$37.56	\$28.17
M&IE				\$0.00
Lodging				\$0.00
Other				\$0.00
Total				\$262.04
Remarks				

Conclusion	Based on the calculations above, scenario A would be the most cost effective to the government.
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