

Exhibit 2



DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits Administration
Washington, D.C. 20420

February 7, 2019

VBA Letter 20-19-04

Director (00)

All VBA Services, Staff Offices, Regional Offices, and Centers

Subj: Policy on Reduced Per Diem for Training and Details

This policy is effective immediately. This letter clarifies VBA travel policy regarding:

- a. Use of reduced per diem for the following circumstances
 1. Training
 2. Details
- b. Return to Official Duty Station for non-workdays
- c. Travel voucher submission deadlines

Purpose

This letter will clarify VA travel policy entitlements for employees on extended Temporary Duty as defined in VA Travel Policy Volume XIV Chapter 1 010201 C. 9.

Background

Federal Travel Regulation (FTR) paragraph 301-11.200 and VA Financial Policy on Travel Volume XIV – Chapter 2 paragraph 020506 Reductions in Per Diem authorizes VA to reduce per diem for travelers under varying circumstances on Temporary Duty (TDY) when it can be determined in advance of travel that the cost of lodging and/or meals can be obtained at the TDY site at a lower cost than the prescribed GSA maximum per diem rate.

In accordance with FTR paragraph 301-11.24 and VA Financial Policy on Travel Volume XIV, Chapter 2, section 020507 (Interruptions of Per Diem Entitlement), paragraphs G.2a and 3., VA may authorize return to the official station to perform official business, or to achieve cost savings when performing extended TDY.

Policy

It is VBA's policy to be good stewards of taxpayer money; therefore, the following policy applies to all VBA employees:

1. VBA travelers on details, training, and/or extended travel assignments are authorized a reduced per diem rate for TDY 21 days or more. Extended stays lasting a year or more have tax consequences.
2. When on travel assignment 21 days or more, all VBA business lines will reduce their traveler's Meals and Incidental Expenses (M&IE) per diem rate to a flat rate equal to 55 percent of the M&IE per diem rate. Prior to travel, approving officials must indicate on the travel authorization that the traveler's M&IE per diem rate has been reduced to a flat rate.
3. VBA employees on extended travel assignment are not authorized return trips home for personal reasons unless there is a cost savings to the Government. Authorization and approval is required.
4. Other factors pertaining to official TDY travel 3 weeks or more:
 - a. Return to Official Station for Non-Workdays
 - 1) For the performance of official business, VBA may authorize per diem for a traveler who is required to return to their official station or residence on non-workdays for official business. The approving official must determine whether the requirement to return on a non-workday is a justified incident to an extended TDY assignment.
 - 2) Reimbursement is limited if the employee returns voluntarily to achieve cost saving to VBA
 - 3) Personal Emergency. VA may approve transportation and per diem expenses for a traveler who discontinues a TDY assignment because of a personal emergency. A personal emergency may be the death or serious illness/injury of an immediate family member; a catastrophic event; or other immediate causes. The traveler will request approval, if feasible or possible, from the appropriate Approving Official (AO) or alternate prior to discontinuing the TDY.
 - b. VA Travel Policy, Volume XIV, Chapter 1, paragraph 010205 B. 2. Employees will submit their vouchers for reimbursement of TDY expenses into the travel system, along with all required receipts, within 5 business days of return to their official station, or every 30 calendar days if on continuous or extended TDY travel status.

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Contact Information

Questions should be directed to VBA's Office of Financial Management at
TRAVEL.VBACO@va.gov.

A handwritten signature in black ink, appearing to read "Paul R. Lawrence". The signature is written in a cursive style with a large, stylized initial "P".

Paul R. Lawrence, Ph.D.
Under Secretary for Benefits