

GOVERNMENT OF GUAM
OFFICE OF THE GOVERNOR
AGANA, GUAM

EXECUTIVE ORDER NO. 70-17

AMENDMENTS TO VOLUME III, PART IV, CHAPTER 17,
TRAVEL AND TRANSPORTATION, GOVERNMENT OF GUAM MANUAL

WHEREAS, Section 6610.9 of the Government Code of Guam authorizes the Governor to establish rules and regulations governing travel by employees of the Executive Branch;

WHEREAS, the rules and regulations as contained in the Government of Guam Manual governing employee travel were originally based upon federal Government Travel Regulations, however errors were made in the adoption, giving rise to inequities and confusion concerning transportation allowances;

NOW, THEREFORE, by virtue of the foregoing, Section 1705, subsection .01, and Section 1713, subsections .01 and .04 of the Government of Guam Manual shall be amended to read as follows:

"Section 1705. Per Diem Allowances.

.01 Definition. The per diem allowance shall be held to include all charges for meals; lodgings; personal use of room during daytime; baths; all tips to waiters, porters, baggagemen, bell boys, hotel maids, dining room stewards and others on vessels, and hotel servants in foreign countries; in connection with transportation, telegrams and telephone calls reserving hotel accommodation; laundry, cleaning and pressing of clothing; fans and fires in rooms; transportation between places of lodgings or business and places where meals are taken. The term "lodgings" does not include accommodations on airplanes, ships, or trains and expenses thereof are not to be borne by the traveler from his per diem allowance."

"Section 1713. Allowable Transportation Expenses.

.01 Definition.

(a) This transportation includes all necessary official travel on railroads, airlines, steamboats, busses, streetcars, taxicabs, helicopters, and other usual means of conveyance. Transportation may include fares and such expenses incident to transportation as

baggage transfer; official telegraph, telephono, radio, and cable messages in connection with items classed as transportation; steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged; state rooms on steamers. When required for travel, fees in connection with the issuance of passports, visa fees, cost of photographs for passports and visas, cost of birth certificates and charges for inoculation, will be allowed.

(b) Reimbursement for the usual taxicab fares from station, wharf, or other terminal to either place of abode or place of business, and from either place of abode or place of business to station, wharf, or other terminal will be allowed. For purposes of these regulations the term "place of abode" may be construed to include any point from which the employee concerned commutes daily to his official post of duty.

(c) Where the nature and location of the work where temporarily stationed are such that suitable meals cannot be procured there, the expense of daily travel required to procure meals at the nearest available place will be considered necessary transportation not incidental to subsistence. A statement of the necessity for such daily travel should accompany the travel voucher.

(d) Transportation by bus or streetcar between place of business at official station or temporary duty station, and between place of lodging and place of business at a temporary duty station, will be allowed as a transportation expense.


".04 Special Conveyance. The hire of boat, automobile, taxicab, aircraft, and other special conveyances will be allowed if the use of such facilities is authorized or approved as advantageous to the Government, whenever the employee is engaged on official business within or outside his designated post of duty.

While an employee is on official business outside his designated place of duty, the use of taxicabs between place of lodging and place of business, or between places of business, may be allowed if authorized or approved as advantageous to the Government."

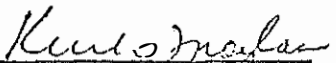
All prior rules, regulations, memoranda or Executive Orders in conflict with these amendments are hereby superseded.

This order shall be effective immediately.

Signed and promulgated at Agana, Guam this 27th day of May, 1970.


CARLOS G. CANACEO
Governor of Guam

COUNTERSIGNED:


KURT S. MOYLAN
Secretary of Guam