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Travel news, October 1, 1984

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SUBJECT Allowance for the Expense of Meals and Off-Peak Commutation Related to Overtime Work	PAGE 1 OF 1
APPROVED <i>Donald L. Adams</i>	EFFECTIVE DATE 10-1-84

Full-time employees who work beyond normal working hours are often forced to go to additional expense in obtaining meals or arranging for transportation during off-peak travel periods. As a result, the Institute has decided to provide a schedule of expense allowances that will be paid to those who work overtime.

<u>Hours Worked</u>	<u>Allowance</u>
<u>Normal Workday</u>	
Ten or more hours reported as worked	\$ 8.00
<u>Weekends and Institute Holidays</u>	
Five or more total hours reported as worked	\$ 5.00
Ten or more total hours reported as worked	\$10.00

The request for reimbursement must state the hours worked, give the reason for the overtime, and bear the approval signature of the applicable Division Director.