



TERMINAL MARKET TRAVEL CHARGE POLICY

The following guidance applies to charges to applicants for travel-related expenses by Federal and Federal/State terminal market inspection offices, and prescribes the procedures to be used in calculating travel charges for typical non-contract service situations.

Lot fees (carlot and less-than-carlot fees) will be set to recover the cost of on-site inspection service time, supervision and certificate processing. In addition to the lot fees, other significant costs incurred in the performance of an inspection will be charged directly to the applicant requesting the inspection service whenever practical.

The Terminal Market Travel Charge Policy prescribes when and how to bill applicants for travel charges; it does not in any way determine mileage, per diem, or other travel reimbursements paid to inspectors. Travel reimbursements should be determined in accordance with AMS, SCI Division, or State directives without consideration as to whether the expense has been billed to an applicant.

Appropriate travel charges will be assessed for all sites serviced except when specifically noted within a service contract.

PROCEDURES FOR CHARGING TRAVEL EXPENSES WHEN TRAVEL OCCURS WITHIN THE AREA OF COVERAGE ENCOMPASSED BY A LOCAL TERMINAL MARKET INSPECTION OFFICE

Charges for travel expenses must be determined in accordance with the procedures below when travel occurs within the area of coverage encompassed by a local terminal market inspection office:

Travel by Employee-Operated GOV or Approved-Use POV

- Determine Standard Service Round-Trip Mileage for Each Inspection Service Site

For each terminal market inspection office, the Officer-In-Charge or State Program Official, as appropriate, must create and maintain a list of the standard service round-trip mileage for each commonly-serviced inspection site and provide a copy of such to each employee providing inspection service. The Officer-in-Charge or State Program Official will establish the standard service round-trip mileage by determining the actual round-trip mileage for direct-route travel between the local terminal market inspection office and the inspection service site, subject to the approval of the Regional Branch Chief, or in the case of Federal-State offices, the State Program Official.

- Billable Mileage Rate

The billable mileage rate was determined by adding the Federal cost per mile for privately-owned vehicle reimbursement to the Federal cost for inspector salary and benefits during travel time (the employee hourly rate divided by 40 miles, which assumes an average speed of 40 miles per hour). The current rate is posted in the SCI General Market Manual under Appendix II-Schedule of User Fees.

- Computing Standard Travel Charges

For each visit to an inspection service site involving the use of an employee-operated GOV or approved-use POV, the travel charge will be the standard service mileage for that site multiplied by the billable mileage rate.

If multiple services for the same applicant are performed during the same inspection service visit, travel charges must be divided equally among all certificates.

When multiple applicants are serviced at the same inspection service site (e.g., a central market location), each applicant will be charged $\frac{1}{2}$ (50%) of the standard service round-trip mileage.

- Premium Time Travel

In addition to the standard travel charge, there will be an additional charge for travel time performed outside of an employee's regularly scheduled work hours (i.e., during a Federal holiday or overtime work period). To determine this additional charge for a holiday, divide the roundtrip standard service mileage for that inspection service site by 40 miles per hour (mph), round the result up to the nearest quarter-hour and then multiply this result by the premium time hourly rate. For an overtime period, do the same but divide only the one-way standard service mileage.

Federal employees must report all premium pay hours earned on their Time and Attendance report and a Premium Time—Premium Pay and Applicant Charges Log ([Appendix II](#)). The Premium Time—Premium Pay and Applicant Charges Log will allow supervisors to compare the premium time charged to an applicant with what an employee claims on their Time and Attendance report.

- Charging Other Direct Employee-Operated GOV or Approved-Use POV Costs

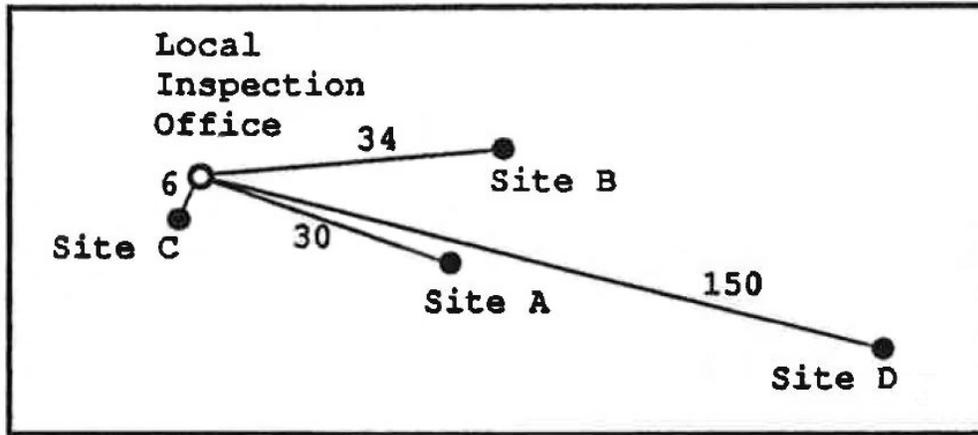
Other direct travel costs such as tolls and parking fees associated with an employee-operated GOV or approved-use POV will be charged to recover the actual expense incurred.

If multiple inspections for the same applicant are performed during the same inspection service visit, other direct travel costs must be divided equally among all certificates.

If multiple applicants are serviced at the same inspection service site during the same visit, other direct travel costs must be divided equally among all applicants.

See examples below for computing charges for the three common travel situations.

Standard Service Mileage (Round Trip) To Sites



1. Travel During Regular Work Hours

Travel Expense: Standard service round-trip mileage x current billable mileage rate

Site A: 30 miles x current billable mileage rate

Site B: 34 miles x current billable mileage rate

Site C: 6 miles x current billable mileage rate

Site D: 150 miles x current billable mileage rate

2. When the Entire Round-Trip Travel Involves Premium Time Travel

Travel Expense: Standard service round-trip mileage x current billable mileage rate

Premium Time Travel: Rounded up to the nearest quarter hour as calculated below:

Site A: 30 miles x current billable mileage rate and 0.75 hours at the appropriate premium time rate (30 miles divided by 40 mph is 0.75 hours)

Site B: 34 miles x current billable mileage rate and 1 hour at the appropriate premium time rate (34 miles divided by 40 mph rounds up to 1 hour)

Site C: 6 miles x current billable mileage rate and 0.25 hours at the appropriate premium time rate (6 miles divided by 40 mph rounds up to 0.25 hours)

Site D: 150 miles x current billable mileage rate and 3.75 hours at the appropriate premium rate (150 miles divided by 40 mph is 3.75 hours)

3. When Only the Return-Trip (not the Round-Trip) Travel Is During an Overtime Period

Travel Expense: Standard service round-trip mileage x current billable mileage rate

Premium Time Travel: Rounded up to the nearest quarter hour as calculated below:

Site A: 15 miles x current billable mileage rate and 0.50 hours at the appropriate premium rate (15 miles divided by 40 mph rounds up to 0.50 hours)

Site B: 17 miles x current billable mileage rate and 0.50 hours at the appropriate premium rate (17 miles divided by 40 mph rounds up to 0.50 hours)

Site C: 3 miles x current billable mileage rate and 0.25 hours at the appropriate premium rate (3 miles divided by 40 mph rounds up to 0.25 hours)

Site D: 75 miles x current billable mileage rate and 2 hours at the appropriate premium rate (75 miles divided by 40 mph rounds up to 2 hours)

Travel by Common Carrier

When an employee travels via common carrier, all related direct travel costs (e.g., common carrier ticket, baggage fees, taxi, car rental, tolls, etc.) must be charged.

- In addition, the actual time in travel status will be charged as follows:
 - Travel Time: Charge actual travel time from official duty station, last temporary duty point or residence, as appropriate, to the inspection service site rounded up to the nearest quarter hour at the hourly-based inspection service rate.
 - Premium Time Travel: Travel performed outside of an employee's regularly scheduled work hours (i.e., overtime work or work performed on a holiday) rounded up to the nearest quarter hour at the appropriate premium time rate.

Example of Computing Common Carrier Travel Time and Premium Time Travel: Employee travels by common carrier for a total of 3 hours to and from site Y for a Quality and Condition inspection on a lot of tomatoes. The 1.5 hours of return travel are performed during an overtime period. Using current hourly-based inspection service rate of \$85.00/hour and the premium time lot inspection-based overtime rate of \$43.00/hour, the total travel time charged in this example would be:

Travel Time: 3 hours x current hourly-based inspection service rate = \$255.00

Overtime Travel: 1.5 hours x current premium time lot overtime rate = \$64.50

Total Travel Time Charged: \$319.50*

*This is in addition to all related direct costs and the standard lot inspection fee.

Per Diem Charges to Applicants

Applicants must be notified of any likely per diem charge before providing inspection service. Per diem charges will be determined as follows:

- Federal Employees

When an employee incurs per diem expenses while traveling within the area of coverage encompassed by a local terminal market inspection office, the appropriate U.S. General Services Administration (GSA) per diem rate will apply. Any related lodging charges, hotel taxes, parking fees, etc., will also be charged as appropriate.

- Federal-State Employees

When a Federal-State employee incurs per diem expenses when traveling within the area of coverage encompassed by a local terminal market inspection office, the appropriate State per diem rate will apply. Any related lodging charges, hotel taxes, parking fees, etc., will also be charged as appropriate.

PROCEDURES FOR CHARGING TRAVEL EXPENSES WHEN TRAVEL OCCURS OUTSIDE THE AREA OF COVERAGE ENCOMPASSED BY A LOCAL TERMINAL MARKET INSPECTION OFFICE

When an employee is assigned to perform work at a temporary duty station (e.g., performing a relief assignment in another terminal market office, etc.), en route travel expenses will not be charged to an applicant. Once the employee is at the temporary duty station, the PROCEDURES FOR CHARGING TRAVEL EXPENSES WHEN TRAVEL OCCURS WITHIN THE AREA OF COVERAGE ENCOMPASSED BY A LOCAL TERMINAL MARKET INSPECTION OFFICE will be followed.

IMPLEMENTING THE TERMINAL MARKET TRAVEL CHARGE POLICY

- Informing Applicants of the Terminal Market Travel Charge Policy

New applicants can be informed of the Terminal Market Travel Charge Policy by sending the sample letter in Appendix I. Prior to informing an applicant, any required approval of standard charges must be obtained from the Regional Branch Chief, or in the case of Federal-State offices, the State Program Official.

- Inquiries Regarding Atypical Travel Situations

Effective Date: July 2020

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Questions about standard travel charges for atypical travel situations should be directed by the Officer-In-Charge to the Regional Branch Chief, or in the case of Federal-State offices, the State Program Official.

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APPENDIX I – SAMPLE TERMINAL MARKET TRAVEL CHARGE POLICY LETTERDateNameTitle, CompanyAddressCity, State and Zip

Dear (Trade Member):

The USDA Specialty Crops Inspection Division and cooperating agencies are dedicated to providing the highest quality inspection service at a fair and equitable cost to all users. To ensure that travel charges for inspection services effectively cover the cost of the actual travel and are consistently applied to all applicants, the Division has a Terminal Market Travel Charge Policy for all applicants receiving terminal market inspection service.

Under the Terminal Market Travel Charge Policy, travel time and mileage for inspectors using ground transportation will be charged according to a standardized number of round-trip miles between the inspection site and the local inspection office. This policy establishes a standard charge of \$X.XX per mile for travel expenses, which allows users to determine the travel expenses they will be assessed, if any, in advance of each visit by the inspection service.

Other travel costs, such as tolls, will be charged to recover actual expenses only when such expenses are incurred. If multiple inspections are performed for you during the same visit, travel charges will be divided equally among all certificates. When multiple applicants are serviced at the same inspection service site, each applicant will be charged ½ (50%) of the standard service round-trip mileage.

If you have any questions, please contact this office at <Area code & phone number> for further assistance.

Sincerely,

Officer-in-Charge
[Specific] Area Office
Specialty Crops Inspection Division

APPENDIX II – PREMIUM TIME – PREMIUM PAY AND APPLICANT CHARGES LOG

[Electronic version of the Premium Time – Premium Pay and Applicant Charges Log](#)



Print Save Clear Form

**SPECIALTY CROPS INSPECTION DIVISION
PREMIUM TIME—PREMIUM PAY & APPLICANT CHARGES LOG**

NAME:				OFFICE:							
TOUR OF DUTY HOURS:				PAY PERIOD:							
INSTRUCTIONS: ALL PREMIUM PAY HOURS REPORTED ON THE EMPLOYEE'S T&A MUST BE DOCUMENTED BELOW. PREMIUM PAY TRANSACTION CODES INCLUDE: 21 – OVERTIME; 31 – HOLIDAY WORKED; 32 – COMP TIME EARNED; AND 78/32 – TRAVEL COMP TIME EARNED											
DATE	TIME		T&A HOURS		T&A HOURS BREAKDOWN		PREMIUM TIME CHARGED TO APPLICANT	CERTIFICATE NO. OR FACILITY LOCATION (IF APPLICABLE)	MILEAGE CHARGED TO APPLICANT	PARKING/ TOLLS	ACTIVITY/REMARKS
	START	END	CODE	HOURS	ON-SITE	TRAVEL					

EXAMPLE

“SCI moving forward in the 21st Century using technology, innovation, and old fashioned hard work”

Non-Discrimination Policy: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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