

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL APPLIED RESOURCE SCIENCES CENTER
DENVER FEDERAL CENTER, BUILDING 50
P. O. BOX 25047
DENVER, COLORADO 80225-0047

October 23, 1998

In Reply Refer To:
1382 (RS-100) P

Instruction Memorandum No. RS-99-010
Expires: 9/30/99

To: All National Applied Resource Sciences Center
Employees

From: Director, National Applied Resource Sciences Center

Subject: National Applied Resource Sciences Center's (NARSC)
Gainsharing Travel Savings Program

NARSC is piloting a new travel savings award program beginning October 1, 1998. Under the Government Employees Incentive Awards Act, NARSC employees can receive cash awards for saving money associated with temporary duty (TDY) travel.

Kinds of Travel Covered Under this Program:

Foreign travel and domestic TDY travel by Center employees are covered under this program.

How the Program Works:

NARSC employees who incur lodging expenses at a daily rate that is less than the maximum lodging locality rate can receive cash awards for half of the lodging savings.

NARSC employees who use frequent flyer benefits to get a "free" coach class airline ticket will also receive an award for half of the savings realized by the agency.

NARSC employees who save travel dollars in other innovative ways will receive half of the savings.

Employee's Responsibility Under this Program:

Each NARSC employee is responsible for staying in hotels that meet the Hotel and Motel Fire Safety Act of 1990. NARSC employees must use the American Express Government travel charge card or the new Master Card to pay lodging expenses where it is

accepted and use tax exempt certificates for hotel taxes when applicable.

Amount of Award:

All NARSC employees who save at least \$200 cumulative will be eligible to receive a cash award. The award amount will be half of the savings. Applicable taxes will be withheld.

How to Apply for the Award

Participation in the program is optional. The attached NARSC's Gainsharing Travel Savings Guide provides information on how to record the amount of lodging savings or the savings from the redemption of the frequent flyer benefits. Frequent flyers savings are measured by the round-trip contract carrier airfare.

If you have additional questions, you may call Louise Ecoff at 303-236-7058.

1 Attachment

1- NARSC's Gainsharing Travel Savings Guide (8 pp)

Distribution

RS-150A, BLM Library