



To Include or Not To Include

- Properly complete your eTravel expense report.
- If meals are provided to you for free or at a nominal amount while on official travel, you should reduce the per diem by the appropriate amount.
- Always timely complete PS Form 3971, Request for or Notification of Absence, when you take leave.

Getting it right saves time, ensures that you are fully compensated for travel, and also saves the Postal Service money when travel expenses are accurately recorded.

And that's smart business.

For more information, please refer to Handbook F-15, Travel and Relocation: <http://blue.usps.gov/cpim/ftp/hand/f15.pdf>

Submitted by Kristine Krueger, Manager of Business Support