



# Chapter 7: Travel

## Section 7.15 – Detainee Travel

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## **Introduction**

This section of the Financial Management Policy Manual (FMPM) provides U.S. Immigration and Customs Enforcement (ICE) financial management policy on processing transportation for detainees and detainee escorts.

The policies and procedures contained in this section are based on the governing regulations and guidelines in 41 Code of Federal Regulations (CFR) Subtitle F - Federal Travel Regulation System and issued as the General Services Administration (GSA) Federal Travel Regulation (FTR).

This policy shall remain in effect until superseded.

## **Responsibilities**

1. The **ICE Chief Financial Officer (CFO)** establishes, oversees and updates all financial management activities including, but not limited to, policy development, budget formulation, asset and facilities management and internal controls consistent with the mission and strategic goals of the Department of Homeland Security.
2. The **ICE Office of Financial Management (OFM)** establishes internal controls, oversees the agency's travel management system, and provides training to ensure official government travel follows the agency travel policy.
3. The **Enforcement Removal Operations (ERO)** a component of ICE identifies, arrests, and removes aliens who present a danger to national security or are a risk to public safety, as well as those who enter the United States illegally or otherwise undermine the integrity of our immigration laws and our border control efforts.

# **Policy**

## **1. Detainee travel**

Detainee transportation expenses must be billed to ICE's centrally billed accounts. ICE employees must follow proper procedures related to the handling of detainee transportation:

- a. ICE employees will pay for detainee meal and incidental expenses with the ICE debit card as designated in ICE FMPM 3.2.4 – Debit Card Policy.
- b. ICE employees must be aware of and follow federal and ICE policies that affect operational travel. These federal and ICE policies include but are not limited to the CFR Title 41: Federal Travel Regulation System, ICE FMPM 7.7 – Operational, Special, and Invitational Travel Policy and GSA FTR.

## **2. Detainee travel documents**

ERO must secure travel documents before removing an alien from the United States. To obtain travel documents for aliens under a final order of removal, follow ERO issued guidance.

## **3. Making travel arrangements**

The Field Office Travel coordinators must submit an online travel request via the Travel Service Provider (b)(6),(b)(7)(C) website for the cost of the detainee(s) and detainee escort flights using the programs CBA card for payment. Meals and Incidental Expenses (M&IE), lodging and all other travel related expenses for the escort are charged to the ICE escorting officer's individually billed government travel card and submitted through ConcurGov (see ICE Travel Handbook for more information). ICE escorts will pay for the detainee M&IE expenses through use of the debit card in accordance with the ICE FMPM 3.2.4 Debit Card Policy. It is the responsibility of the escorting officer to ensure that debit cards are issued prior to the transfer/removal of a detainee.

ERO will request funding to be sub-allotted to specific lines of accounting via the sub-allotment request form. Once sub-allotted, ERO creates or amends the CBA obligation in the financial system using the Government Travel Account – Detainee (GTADET) and Government Travel Account – Employee (GTAEMP) document types and sends the obligation(s) to the Budget Execution Unit (BEU) for funds certification in the financial system. BEU certifies the funds and sends documents to the Financial Management Unit (FMU) for approval. Once approved, (b)(7)(E) is notified.

### **3-1. Air Transportation**

For air transportation ERO can escort detainees through the following methods:

**(b)(7)(E)**

The scheduling of the detainee, and potentially the escort, is coordinated by IAO, Commercial Air Operations travel coordinator for commercial flights. IAO is responsible for managing and coordinating all commercial and charter flights. First class and business class travel (that is any travel that is other than coach class) are prohibited unless otherwise approved by the Department of Homeland Security Under Secretary for Management. See ICE FMPM 7.13 – First-Class and Business-Class Travel Policy for more information.

### **3-2. Ground transportation**

For ground transportation ERO has overall responsibility for all aspects of vehicle operations and is responsible for setting schedules and monitoring vehicular maintenance, making logistical arrangements to transport detainees, supervising and instructing personnel.

## **Procedures**

OFM is responsible for ensuring all financial transactions related to detainee travel are in accordance with the ICE Travel Handbook.

## **Authorities and References**

### **Authorities**

CFR Title 41: Federal Travel Regulation System

GSA Federal Travel Regulation

### **References**

ICE Travel Handbook

ICE FMPM 3.2.4 – Debit Card

ICE FMPM 7.7 – Operational, Special, and Invitational Travel Policy

ICE FMPM 7.13 – First-Class and Business-Class Travel Policy

## Glossary

<b>Acronym</b>	<b>Definition</b>
BEU	Budget Execution Unit
CBA	Centrally Billed Accounts
CFO	Office of Chief Financial Officer
CFR	Code of Federal Regulations
ERO	Enforcement Removal Operations
FMPM	Financial Management Policy Manual
FMU	Financial Management Unit
FTR	Federal Travel Regulation
GSA	General Service Administration
GTADET	Government Travel Account – Detainee
GTAEMP	Government Travel Account – Employee
(b)(7)(E)	(b)(7)(E)
ICE	Immigration and Custom Enforcement
M&IE	Meals and Incidental Expenses
OFM	Office of Financial Management
TMC	Travel Management Center

<b>Term</b>	<b>Definition</b>
Centrally Billed Account (CBA)	Used to pay for common carrier transportation costs and TMC fees for an employee who does not have a travel card and for invitational travel for someone who is not an employee.
Individually Billed Account Government Travel Card	A charge card issued to an ICE employee to be used for official TDY travel-related expenses for the employee only. The travel card should also be used to pay authorized relocation expenses for an employee and his or her immediate family members during permanent change of station travel.
Lodging Expenses	Include expenses for overnight sleeping facilities, baths, personal use of lodging facility rooms during the day, telephone access fees, and service charges for fans, air conditioners, and heating units furnished in the room when such charges are not included in the room rate.

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	Lodging expenses do not include expenses associated with accommodations on airplanes, trains, buses, or ships. These costs are considered transportation costs and are not considered lodging expenses.
Meals & Incidental Expenses	Meals. Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverages, entertainment expenses, and any expenses incurred for other persons).  Incidental expenses. Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.
Travel Management Center	A federal government contractor which provides travel support to ICE personnel in the event the reservation actions cannot be completed in the online travel system.