

**SAIC-Frederick, Inc.  
Travel Policy  
Attachments**

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## Travel Request Package

- Travel request packages must be submitted to the SAIC-Frederick, Inc. Travel Department within the following timeframes
  - For Domestic Travel – At least 4 weeks prior to departure date
  - For Foreign Travel – At least 8 weeks prior to departure date
- If a travel request package is submitted later than the above requirements, an explanation justifying the late submittal must be included in the “Comments” section of the Travel Justification Form.
- The following items must be included in the travel request package upon submittal to the SAIC-Frederick, Inc. Travel Department
  - NCI-Contractor Travel Request Form
  - Travel Tips (with traveler signature at the bottom)
  - Back up documentation to include requirements associated with requests for payment of advances (i.e. registration paperwork, City Cab Transportation Request Form)
  - If attending a conference or seminar, the event’s agenda or any other paperwork/brochures describing the event
  - If travel is to a foreign location, please see “Foreign Travel Policy” for additional form requirements to be submitted with the travel request package
  - Copy of Business Class Approval from OHS

## SAIC-Frederick, Inc. Travel Department Forms

- The following pages contain the required SAIC-Frederick, Inc. Travel Department forms. The electronic format of the forms can also be accessed on the Internet at: <http://home.ncifcrf.gov/saic/bpdocs/travelpage.htm>.
- The electronic format of the required international travel forms can be accessed on the Internet at: <http://home.ncifcrf.gov/saic/bpdocs/itp.htm>.
- Any questions pertaining to the forms should be addressed with the Travel Department (301-846-1924).

## Travel Justification

- If more than one contractor traveler is on the identical itinerary, one form may be used for all.
- Please include as much detail as possible when explaining the purpose of the travel. A justification as to how the travel will benefit and contribute to the contract, or will otherwise justify the expenditure of contract funds is required.
- If a special consideration is being requested (i.e. requests for a rental car or increase in hotel per diem), a detailed description justifying the need must be included.

- If funding will be provided by an outside source, the outside source must be named, as well as the amount of funding to be provided.
- If more than one person is being requested to travel to an event, please provide justification as to what benefits justify travel costs and absence from the contract of more than one person.
- If the traveler will be using annual leave in coordination with the travel, please include details as to what days during the travel will be used as annual leave. There are strict limitations for how many days of annual leave may be used in conjunction with domestic and international travel. Please refer to the Travel Policy for details.
- If the traveler is not a SAIC-Frederick, Inc. employee (i.e. consultant or collaborator), please include a description of the individual's relationship to the contract and what benefit the travel will provide to the contract.
- The Travel Request Form must be signed by the contractor traveler's supervisor/manager.

## **NCI-Contractor Travel Request Form**

Specific requirements:

1. Accounts (see below for description):
  - 5511: Foreign Travel
  - 5512: Scientific Travel
  - 5513: Administrative Travel
  - 5514: Training
  - 5550: Registration
2. All arrangements to be made by or coordinated through the SAIC-Frederick, Inc. Travel Office should be indicated by checking the appropriate boxes on page 2 of the NCI-Contractor Travel Form (Cost Estimate Worksheet). These include requests for air reservations, conference registration, hotel reservation, taxi, etc.
3. Please include relevant back-up documentation, such as requirements associated with requests for payment of advances (for example, registration paperwork). If attending a conference or seminar, please include the event's agenda or any other paperwork/brochures describing the event. If the Travel Department is being requested to make City Cab arrangements, please include the City Cab Transportation Request Form.
4. The employee must read and sign the NCI-Contractor Travel Request Form statement associated with advanced cash payments.

The following account numbers and definitions are authorized for use with contract-related travel:

### **5511 - Foreign Travel:**

All contractor employee travel to foreign countries outside of the U.S., its possessions,

territories, and Canada.

Note: Prior NCI approval (COA) is required for all foreign travel. Travel requests are to be submitted at least eight weeks in advance of the trip.

Foreign travel encompasses all trips outside the continental United States, except for travel to Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and the territories and possessions of the United States. All other destinations, including Canada and Mexico, which are located outside the continental United States, are considered to be foreign travel.

#### **5512 - Scientific Meetings Attendance:**

Domestic contractor employee travel attendance at all organized scientific professional meetings sponsored by a recognized society.

Note: Prior NCI approval (COA) is required for all scientific travel, not included in the approved budget and/or exceeding the authorized per diem or other special consideration requirements. NCI approval is not required for one-day trips that cost less than \$250. Travel requests are to be submitted at least four weeks in advance of the trip.

Domestic travel encompasses all trips within the continental United States, Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and the territories and possessions of the United States.

#### **5513 - Administrative Travel:**

Domestic contractor employee travel costs incurred in direct performance of the NCI Frederick contract (i.e., collaborative research, trips to manufacturing companies to inspect equipment, auto mileage to NIH, etc).

Note: Prior NCI approval (COA) is required for all administrative travel, not included in the approved budget and/or exceeding the authorized per diem or other special consideration requirements. NCI approval is not required for one-day trips that cost less than \$250. Travel requests should be submitted at least four weeks in advance of the trip. Domestic travel encompasses all trips within the continental United States, Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and the territories and possessions of the United States.

#### **5514 - Training:**

Training represents costs associated with such requirements as non-credit classes, instruction into new methods or procedures, and courses that provide guidance in performing one's job duties. For attendance at an event to be considered training, all of the following must apply:

- The announced purpose of the event is educational or instructional and is specialized or specific to a particular skill, task, or process.
- More than half of the time is scheduled for a planned, organized exchange of information between presenters and an audience.
- The content of the event is relevant to improving individual and/or organizational performance and assisting in achieving the company's mission.

- Development benefits will be derived through the employee's attendance.

Examples:

- Learning of a specialized skill, task, or process that will improve job efficiency and performance via demonstrations, group discussions, and presentations.
- Learning how to operate/maintain newly acquired machinery, equipment, computers, or software.

Domestic travel encompasses all trips within the continental United States, Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and the territories and possessions of the United States.

**5550 - Registration Fees Associated with Employee Travel:**

Costs for registration fees for foreign, scientific, administrative, or training meetings/courses.

## After Trip Travel Expense Report

Please review the following guidelines before completing the form.

- Hotel, parking, toll, taxi, airplane ticket, and other miscellaneous receipts must be submitted with the After Trip Travel Expense Report.
- Personal baggage handling is not an allowable claim. However, baggage handling is allowable for items that are directly related to the contract purpose of the travel, such as large displays used during recruitment trips.
- If the final cost of the trip exceeds the original estimate by more than 10%, the additional cost must be resubmitted to the SAIC-Frederick, Inc. Travel Office with additional justification.
- Employee and supervisor/manager signatures are required on all After Trip Travel Expense Reports.
- Departure date and time must be listed.
- Return date and time must be listed.
- After Trip Travel Expense Reports for all completed travel should be submitted to the SAIC-Frederick, Inc. Travel Office within two weeks of completion of travel. Cash advances will not be issued for future travel until all After Trip Travel Expense Reports for prior travel have been submitted.
- IRS regulations mandate that travel advances which are not accounted for on a timely basis must be treated as taxable wages to the employee. Therefore, please submit all After Trip Travel Expense Reports as soon as possible.
- Outstanding travel advances of more than 45 days may be withheld from employee's paychecks.
- Please note that final processing of the trip will not occur until both the After Trip Travel Expense Report AND the Report on International Meetings and Foreign Travel Trips Form are submitted to the Travel Office.

## Procedures for Making Airline, Hotel, and Car Reservations with SAIC Travel in McLean

1. After receiving the approval e-mail from the SAIC-Frederick travel office, contact the McLean Travel Office to begin making your reservations. At this time, e-mail is the preferred means of communication. If you must contact the travel agents by phone, be sure to leave a message with contact information if your call is forwarded to voice mail. This provides record of the call for assuring a prompt response.
  - a. Linda Rockhill – 9:30 am – 6:00 pm; telephone: 703-676-4586; fax: 703-676-4587; [linda.rockhill@saic.com](mailto:linda.rockhill@saic.com)
  - b. Rosa Martinez – 9:00 am – 4:00 pm; telephone: 703-676-6925; fax: 703-676-6927; [rosa.m.martinez@saic.com](mailto:rosa.m.martinez@saic.com)
  - c. SAIC McLean Travel – for emergency use only; always identify yourself as an SAIC employee that works at NCI-Frederick; telephone: 703-676-8780
2. Please make sure to include as much information as possible when contacting the travel agents to make reservations. The “Request for Travel Reservations Form” (see following page) captures the following information and should be used for your convenience.
  - a. Airline reservations
    1. Preferred airport to depart from – BWI, Dulles, National
    2. Destination – where are you traveling to (Atlanta, New York, San Diego, etc).
    3. Preferred airline – United, Delta, US Air, Northwest, Southwest, Airtran, etc. SAIC Travel will make every effort to use the preferred airline, however, the lowest logical airfare must be offered
    4. Departure date and return date
    5. Preferred times of travel for departure and return – i.e., morning, afternoon, evening, after 2 pm, etc.
    6. If a specific flight preference has been made, please send dates of travel, airline and flight numbers.
    7. Seat preference – aisle, window, no preference
    8. Special Needs – handicap seating, etc.
    9. Include your contact information – name with correct spelling, telephone number, e-mail address and times you are available.
  - b. Hotel Reservations
    1. Preferred hotel if any.
    2. Bed preference – king, 2 double beds, etc.
    3. Smoking/Non Smoking
  - c. Rental Car Reservations

1. Preferred rental agency
2. Preferred type of car
3. When making airline reservations please be aware of the following:
  - a. Coach class must be used unless you have received COA to upgrade to business class or higher
  - b. US Carriers must be used – the only exception is if a US Carrier is not available (i.e., if you are in a foreign country and you are flying to another foreign country, a US carrier may not be available)
  - c. All tickets are non-refundable unless otherwise noted on the approval that the SAIC-Frederick travel office sends to the agents.
  - d. Non-stop flights are not a guarantee. SAIC-F is required to use the most economical means of transportation when traveling. The agents will look for the most logical fare within the approved amount.
4. Once you have sent the agent your request with the above information, the travel agent should be in contact with you within 24 hours. If you do not receive a response within 24 hours, please notify the SAIC-Frederick travel office. (301-846-1924)
5. An itinerary will be sent to you for your review. Please make sure to check the following:
  - a. Spelling of your name
  - b. Flights for correct departure times and seat preference
  - c. Price – make sure you are within your approved amount from your travel estimate worksheet.
  - d. Check the comments section below the pricing area for ticketing info. This is the area that the travel agents will use for fare deadlines and other pertinent ticketing information.
6. If there are any questions or concerns with the flight information you were given, you will need to e-mail the questions/concerns to the travel agent you are coordinating your reservations with. They will answer any questions or address all concerns within 24 hours.
7. If all questions and concerns are answered and the flights you have been given are ok, please e-mail the travel agent and let them know that it is “OK to ticket” the reservations.
8. You will receive a final itinerary that will contain your travel order number and center number at the top beside your name. All final itineraries will also say: This is your receipt. Please attach this to your expense report. If you receive an itinerary that does not have this statement, make sure to check the comments for ticketing information. If there is nothing in the comments, contact your agent to verify that your ticket has been issued and you have a final itinerary.
9. Remember, if you are not sure or you ever have any questions; contact the SAIC-Frederick Travel Office.

- a. Danielle Siler – 7:00 am –4:00 pm Monday - Friday; 301-846-1924; fax: 301-846-6167; [silerdt@mail.nih.gov](mailto:silerdt@mail.nih.gov)
- b. Sherri Cregger – 7:00 am– 4:00 pm Monday – Friday; 301-846-1926; fax: 301-846-6167; [creggers@mail.nih.gov](mailto:creggers@mail.nih.gov)

# Travel Forms

## **NCI – Contractors Travel Request Form**

[http://home.ncifcrf.gov/saic/bpdocs/travel\\_request\\_form.pdf](http://home.ncifcrf.gov/saic/bpdocs/travel_request_form.pdf)

## **After Trip Travel Expense Report Form**

<http://home.ncifcrf.gov/saic/bpdocs/AfterTripForm.pdf>

## **Request for Travel Reservations**

<http://home.ncifcrf.gov/saic/bpdocs/RequestforTravelReservations.pdf>

## **City Cab Transportation Request Form**

<http://home.ncifcrf.gov/saic/bpdocs/CityCabRequest.pdf>

## **General Expense Report**

[http://home.ncifcrf.gov/saic/bpdocs/General\\_Expense\\_Form.pdf](http://home.ncifcrf.gov/saic/bpdocs/General_Expense_Form.pdf)

## **Cost Estimate Worksheet**

[http://home.ncifcrf.gov/saic/bpdocs/Cost\\_Estimate\\_Worksheet.pdf](http://home.ncifcrf.gov/saic/bpdocs/Cost_Estimate_Worksheet.pdf)

## Suggested Web Sites

**SAIC-Frederick, Inc., Travel Department Forms:**

<http://home.ncifcrf.gov/saic/bpdocs/travelpage.htm>

**SAIC-Frederick, Inc., International Travel Procedures:**

<http://home.ncifcrf.gov/saic/bpdocs/itp.htm>

**Domestic Per Diem Rates:**

<http://www.gsa.gov>; click on “Per Diem Rates.”

**Foreign Per Diem Rates:**

[http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)

**Currency Conversion:**

<http://www.oanda.com/convert/fxhistory>

**Passport Information:**

[http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

**Travel Registration with Department of State:**

<https://travelregistration.state.gov/ibrs/ui>

**Driving Directions/Mileage Estimates:**

<http://www.mapquest.com>

**State Tax Rates:**

<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=3>; click on “Travel, Transportation, and Relocation,” then click on “Travel Management” in the left-hand column, and select “State Tax Rates and Exemption Info” in the left-hand column.

**Washington Airports:**

BWI: <http://www.bwairport.com/>

National: <http://www.metwashairports.com/National/>

Dulles: <http://www.metwashairports.com/Dulles/>

**Washington Metropolitan Area Transit Authority (Metro):**

<http://www.wmata.com>

**Privately Owned Vehicle Reimbursement Rates:**

<http://www.gsa.gov>; click on “POV Mileage Reimbursement” in left-hand column.

## Travel Tips

- Telephone numbers you may need:
  - SAIC-Frederick, Inc. Travel Department – 301-846-1924 (7:30 am – 4 pm EST) OR 301-846-1926
  - SAIC Travel (e-mail communication preferred):
    - Linda Rockhill: 703-676-4586 (9:30 a.m.–6:00 p.m. EST); [linda.rockhill@saic.com](mailto:linda.rockhill@saic.com)
    - Rosa Martinez: 703-676-6925 (9:00 a.m.–4:00 p.m. EST); [rose.m.martinez@saic.com](mailto:rose.m.martinez@saic.com)
  - SAIC McLean Travel Department – 703-676-8780 (after hours)
  - City Cab – 301-662-2250 (local) or 888-552-2250 (toll-free)
- You do not need to tip City Cab drivers, as tips are included in the cost that is billed directly to SAIC-Frederick, Inc. Tips for other cabs used can be no more than 20% of the cost of the cab fare.
- Travelers are entitled to reimbursement for personal phone calls of \$5 per day for domestic travel and \$10 per day for international travel. To be eligible for telephone per diem, a traveler must be staying overnight at least one night.
- When parking at the airport, the most economical means for parking must be utilized. Garage or valet parking will not be reimbursed, unless a special need justifies this sort of parking.
- Keep all receipts (i.e., hotel, taxis, shuttles, rental cars, airfare itinerary, etc.). You do not need to submit receipts for your meals while on travel.
- When meals are provided as part of the meeting, conference, seminar, or training, you are expected to take advantage of this opportunity. Daily meal per diem will be reduced accordingly. You will not be reimbursed for alternate meals when opting not to utilize meals provided by the organizing entity.
- Airline reservations – All travelers must utilize United States (U.S.) airlines. In the event an employee books an airfare on a non-U.S. carrier because of a lower fare or for any other reason, the individual contractor traveler may not be eligible for reimbursement. All foreign airline reservations must be made through the SAIC Travel Office.
- For official business travel, coach-class accommodations must be utilized. It is recommended that non-refundable tickets be purchased.
- All airlines have standard baggage size and weight allowances. Please check with the airline to determine the standard baggage allowance and make sure baggage weight and size remain under the standard limit. The airline will apply significant charges to overweight or oversized baggage. The need for excess baggage must be justified to the SAIC-Frederick, Inc. Travel Office in advance.
- Occasionally, it may be necessary to return home earlier than expected during official business travel. All requests to return home early must be justified. Returning home on a flight a few hours earlier than planned for personal convenience is not a justified reason and reimbursement for the flight change will

not be allowable; however, flying “standby” at no additional cost is permitted. Any questions regarding early returns should be directed to the SAIC-Frederick, Inc. Travel Office.

- Use of City Cab – If City Cab will be picking you up from the airport upon your return, you will need to contact them to get the exact location of where to meet them. Once your plane has landed and you have picked up your baggage, you will need to go to the nearest pay phone and call 888-552-2250. This is a toll-free call. You will need to tell them your name and where you are in the airport. They will then tell you where to meet the driver and the color of the car they will be driving. All cars from City Cab will have a # 8 in the window. Tips provided to City Cab drivers will not be reimbursed, as tips are included in the cost that is billed directly to SAIC-Frederick, Inc.
- Use of Car Rentals – If a car rental is needed during your travel, Contract Approval is required before the trip has occurred. When renting vehicles be advised that the ‘standard’ size vehicles must be used; SAIC will not reimburse for upgrades. All insurance must be denied (LDW, CDW, etc.). Also, SAIC will not reimburse for extra features such as a GPS, etc.
- If traveling during inclement weather, please contact the airline directly to inquire about your flight status.
- Any change in your travel needs is to be handled through the SAIC-Frederick, Inc. Travel Office and/or City Cab.

Note 1: If you receive an advance payment for a trip and the trip does not occur, you must return the advance to SAIC within 5 days of trip cancellation.

Note 2: After Trip Travel Expense Reports must be submitted within two weeks of completion of travel. Cash advances will not be issued for future travel until all After Trip Travel Expense Reports for prior travels have been submitted. If you are on foreign travel, in addition, you must submit a “Report on International Meetings and Foreign Travel Trips” to the Travel Office within 14 days upon your return to the United States. This is a contract requirement. Final processing of the trip will not occur until the After Trip Travel Expense Report AND the Report on International Meetings and Foreign Travel Trips Form are submitted to the Travel Office. Any changes that occur during the trip (i.e. flight delays or cancellations) must be explained in the “Comments” section of the After Trip Travel Expense Report

I have read the Travel Tips above and agree to abide by the SAIC-Frederick, Inc. Travel Policy.

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Traveler Signature

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Date

\*\*Please retain a copy of the Travel Tips for your records\*\*