

Frederick National Laboratory for Cancer Research

Foreign Travel Policy

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Frederick National Laboratory for Cancer Research Travel Guidelines

Purpose

The Frederick National Laboratory for Cancer Research (FNL) Contract Travel Office (hereinafter referred to as “Travel Office”) provides necessary business travel coordination services for employees. These guidelines are provided in an effort to simplify the travel planning process and ensure convenient travel arrangements. If you have a question concerning these guidelines or anything travel-related, please contact the Travel Office at 301-846-1924 or LeidosBiomedTravel@mail.nih.gov. The goal of the Travel Office is to provide you with the assistance necessary for successful travel, while complying with applicable FNL travel requirements.

References

Enterprise Resource Planning System – Documentation –
<http://ncifrederick.nci.nih.gov/ERPDocumentation/SitePages/Home.aspx>

Deltek Travel and Expense – on-line processing system –
<https://expense.ncifcrf.gov/DeltekTC/welcome.msv>

Weekly Travel Tips and Reminders –
<http://ncifrederick.nci.nih.gov/ERPDocumentation/Lists/WeeklyTravel/AllItems.aspx>

Standard Processes (SP):

B101, [FNL Payment of Nonemployees](#)

B401, [FNL Mileage Reimbursement Guidelines](#)

B402, [FNL Travel Policy](#)

B403, [FNL Travel Credit Hours](#)

B506, [FNL General Expense Report Guidelines](#)

H202, [Accrual and Use of Credit Hours](#)

Definitions

CONUS – Continental United States

Deltek Travel and Expense – online system used to process expense authorizations and expense reports

Expense Authorization – pre-travel request

Expense Report – report submitted after a trip occurs; the ER accounts for all expenses incurred during the trip

FNL – Frederick National Laboratory for Cancer Research

Foreign Travel – encompasses all trips outside CONUS, Alaska, and Hawaii. Travel to locations of Puerto Rico, the Northern Mariana Islands, and the territories and possessions of the United States are considered foreign travel*. These locations are considered non-CONUS and non-foreign. Per diem rates can be found on the Internet at the [U.S. General Services Administration](#) website. These rates are also updated on the online Deltek Travel and Expense (T&E) system.

* **Note:** For these foreign travel locations only, a domestic “travel type” and domestic per diem rates should be entered in the Expense Authorization in the Deltek T&E system.

HRA – high-risk area; HRAs are those areas of the world identified by the U.S. Department of State which could be dangerous to travelers for health, political, terrorist, or other reasons.

OCONUS – outside continental United States

SP – Standard Process

Scope

The FNL Foreign Travel Policy guidelines are prepared for the FNL travel activities in support of NCI at Frederick. This policy applies to all contractor employees and non-employee travelers whose travel is associated with and/or paid for by the FNL contract.

Processes/Guidelines

Responsibility of Travelers

Travelers on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this policy. Travelers will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

Travel to High-Risk Areas

(Applies to FNL Contractor employees only)

1. **What is a high-risk area?** Some international travel destinations are deemed to be high-risk areas (HRAs). HRAs are those areas of the world identified by the U.S. Department of State which could be dangerous to travelers for health, political, terrorist, or other reasons.
2. **How do I determine if my travel location is a high-risk area?** To determine if your travel destination is an HRA, please refer to the Leidos Corporate website (Prism), [Country Risk Status page](#).

3. **What requirements apply if my travel location is identified as a HRA?** Please take the following steps as soon as you establish the need to travel to an HRA.
- Complete and sign the [High-Risk Travel Area Acknowledgment Form](#) and attach it to the Expense Authorization (EA). Refer to the section below for more information on EAs.
 - International travel to particular locations may warrant immunizations, travel counseling, and medications. These services are provided through the Occupational Health Services (OHS). Complete the [International Travel Consultation Record](#) and send it to OHS at NCI-FrederickOHS@mail.nih.gov. This form gives OHS the initial information needed to schedule appropriate immunizations for the traveler.
 - It is the policy of the FNL, to provide high-risk travel briefings to employees traveling to HRAs on official business travel. Security briefings are tailored to the location of your travel. They provide useful travel tips, information on how to protect yourself, and what to do in the instance of an emergency. Contact the Protective Services Department at 301-846-1091 to schedule an HRA travel briefing.

Travel to Foreign Locations Not Deemed “High-Risk”

1. **What can I do to prepare myself for foreign travel that is not deemed “high risk?”** Although not required for NON-high-risk travel, you are *encouraged* to take the following steps.
- OHS provides helpful information to international travelers related to immunizations, travel counseling, and medications. Complete the [International Travel Consultation Record](#) and send it to OHS at NCI-FrederickOHS@mail.nih.gov. This form gives OHS the initial information needed to prepare helpful travel information for the traveler.
 - The Protective Services Department offers travel briefings to employees traveling to foreign locations on official business travel. Security briefings are tailored to the location of your travel. They provide useful travel tips, information on how to protect yourself, and what to do in the instance of an emergency. Contact the Protective Services Department at 301-846-1091 to schedule a travel briefing.

Non-Employee Travelers

1. **Are there any requirements for non-employees traveling to a foreign location on behalf of the FNL?** Non-employees are required to complete and sign the [High-Risk Travel Release of Liability \(Hold Harmless\) form](#). This form must be attached to the Expense Authorization (EA). Refer to the section below on EAs.

Emergency Assistance Services

(Applies to FNL Contractor Employees Only)

1. **Are there services available to me if I have an emergency during my foreign travel?** All FNL Contractor employees traveling to foreign countries on company business have access to emergency assistance services through International SOS, the world’s largest medical and security

assistance company. In emergency situations, International SOS provides assistance to employees in identifying local medical facilities, locating doctors and dentists who meet western medical standards, and providing information and emergency assistance, which includes making arrangements for emergency medical evacuation. International SOS also provides assistance with other travel emergencies such as legal referrals, lost document advice and assistance, emergency translation services and temporary advance of emergency personal cash.

2. **How do I enroll in the aforementioned International SOS services?** All FNL Contractor employees are automatically eligible for the aforementioned services and no enrollment process is required.
3. **What information do I need to take with me on my trip in order to access emergency assistance through International SOS?** An International SOS brochure and membership card, including information regarding International SOS services can be found on the [FNL Contractor's intranet page devoted to International Travel](#). In order to access the emergency assistance services provided by International SOS, employees need to take the brochure with them on international travel. The International SOS brochure includes the telephone numbers and Leidos membership number needed to access SOS emergency assistance. Employees should carry the SOS information with them at all times during travel in the instance an emergency situation arises.

Travel Registration with Department of State

The [Smart Traveler Enrollment Program \(STEP\)](#) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. By visiting the [State Department website](#) and creating an account you can electronically provide personal information about your international travel so that the Department of State and its overseas embassies and consulates can easily assist you in the event of an emergency. If an emergency occurs during your foreign travel, such as a natural disaster, act of terrorism, or civil unrest, the nearest U.S. embassy or consulate can be your source of assistance and information. It is recommended that you register your trip online so that the Department of State, U.S. embassy or consulate will be better able to assist you in the event of an emergency.

Note: The Department of State/local U.S. embassy can assist you in many of the same ways as International SOS Emergency Assistance Services (see above). Both can be used as resources if an emergency occurs.

Passport and Visa Requirements

A valid passport is generally required for travel outside the U.S., Canada, Mexico, and some Caribbean Islands. In addition to a passport, certain countries require a visa. If there is a question concerning required documentation for foreign travel, please call the Travel Office for assistance.

Depending on the location being visited, a visa may be required for entry into the country. Contact the Travel Office or visit the U.S. Department of State website to find out visa requirements. If a visa is required for travel and assistance is needed in obtaining the visa, contact the Travel Office as soon as it is known the visa will be needed. The Travel Office will work with an outside company to obtain the appropriate visa.

Currency Conversion

When exchanging money in a foreign country, please save the exchange receipt as this will assist in establishing the rate of exchange for the Expense Report, required after returning from travel.

Travelers are reimbursed for travel expenses in U.S. dollars. Therefore, foreign currencies are converted to U.S. dollars based on the exchange rate effective on the date the expense was incurred.

The following examples are offered for converting a foreign currency into a U.S. dollar equivalent:

- If the currency exchange rate between British pounds and U.S. dollars is 1.6845, multiply 100 British pounds by 1.6845, resulting in \$168.45 (U.S. dollars).
- If converting 100 U.S. dollars into British pounds, divide 100 U.S. dollars by 1.6845, resulting in 59.37 British pounds.
- The same process applies to all currency, only the exchange rate differs.

When traveling to a foreign country and converting U.S. currency into a foreign currency, please convert only the necessary amount. Each time currency is converted, a fee is charged. Banks may not take coins when exchanging currency, so the traveler should try to spend all coinage if possible.

The Travel Office is able to provide currency exchange rates or visit the [Oanda Currency Exchange website](#) for exchange rate information.

Expense Authorization Requirements

1. **What is an Expense Authorization (EA)?** EAs are, in short, a travel request. EAs must be submitted online via the Deltek Travel & Expense (T&E) system. The EA is submitted by the traveler (or designated administrative person), routed within the system to the traveler's supervisor for approval, and then to the Travel Office, which assists with the necessary travel arrangements and provides final approval of the travel.
2. **How do I prepare an EA?** For guidance on the preparation of EAs within Deltek T&E, please refer to <http://ncifrederick.nci.nih.gov/ERPDocumentation/SitePages/Home.aspx>.
3. **How early does an EA need to be entered?** In order to ensure adequate time for processing, EAs should be submitted through Deltek T&E at least eight weeks prior to departure date.
4. **What types of travel require an EA?** EAs are required for travel with total costs over \$500 or for travel involving an overnight stay.
5. **When is NCI Contracting Officer Approval (COA) required?**
 - All foreign travel.
 - Travel associated with the non-severable Indirect Delivery/Indirect Quantity (NS IDIQ) contract Task Orders (TOs), for which the cost was not authorized in the TO.
 - Travel which exceeds the authorized per diem.

- Travel for non-employees.
6. **What should be attached to the EA upon submittal within the system?** The following documentation must be attached to the EA (in one combined pdf attachment) upon submittal to the Travel Office. All forms can be found on Insite except the HHS approval email, which will be provided to the requester by the Travel Office.
 - HHS approval email, if required.
 - [Request for Travel Reservations](#).
 - [Travel Tips](#) (for FNL Contractor employees only). The justification for travel and traveler signature must be included on the form.
 - Back-up documentation to include requirements associated with requests for expenses to be paid in advance or travel arrangements to be made in advance (i.e., registration paperwork or [City Cab Transportation Request](#)). All documents must be filled in completely.
 - If attending a conference or seminar, the event’s agenda or any other paperwork/brochures describing the event.
 - [International Travel Questionnaire](#)
 - [High-Risk Travel Area Acknowledgement](#) (if traveling to a high-risk area)
 - [High-Risk Travel Release of Liability \(Hold Harmless\)](#) (if traveler is a non-employee)
 - Other forms as necessary (i.e., OHS notification of business class approval).
 7. **When can the travel arrangement process begin?** The travel arrangement process, including registration, flight reservations, and hotel reservations, should not begin until the EA with all required attachments is received and approved by the Travel Office. The Travel Office will obtain Contracting Officer approval (COA). Travelers who make their own arrangements prior to the receipt of COA and FNL approval assume the financial risk in the event the EA is denied. P-cards may not be used for payment of any travel-related expenses. Questions regarding specific procedures for coordinating travel arrangements should be addressed with the Travel Office.
 8. **How will I know when the travel is approved?** Notification will be made by the Travel Office to the requestor via email once the travel is approved.
 9. **Are special requests taken into consideration?** All special requests or exceptions to the FNLCR Travel Policy must be communicated to the Travel Office for consideration/approval prior to travel. A detailed justification must be provided for all special requests.

Fully-Sponsored Travel

A travel that has no costs being charged to the contract and will be fully paid for by an outside source does not need to be entered in Deltek T&E. Instead, an email must be sent to the Travel Office at leidosbiomedtravel@mail.nih.gov with the following documents attached:

- [Fully Sponsored Travel Notification Worksheet](#).

- [International Travel Questionnaire](#).
- [Travel Tips](#) (completed with justification and signed).
- Any documentation from the outside source/organizer validating that the cost will be fully paid for by them.

NOTE: If any arrangements need to be made by the Travel Office or any fees need to be paid in advance, an EA must be entered into Deltek T&E.

Expense Report

1. **What is an Expense Report (ER)?** ERs are submitted after a trip occurs. The ER accounts for all expenses incurred during the trip. ERs must be submitted online via the Deltek T&E system. The ER is submitted by the traveler (or designated administrative person), routed within the system to the traveler's supervisor for approval, and then to the Internal Audit Department for final review and approval of the travel expenses.
2. **How do I prepare an ER?** For guidance on the preparation of ERs within Deltek T&E, please refer to <http://ncifrederick.nci.nih.gov/ERPDocumentation/SitePages/Home.aspx>.
3. **Are there special requirements for ERs related to foreign travel?** Following foreign travel, FNL employees must complete and attach the [Report on International Meetings and Foreign Travel Trips](#) to the ER in Deltek T&E. Final processing of the trip will not occur until the ER AND the Report on International Meetings and Foreign Travel Trips form are submitted within Deltek T&E.

Allowable Expenses

Event Registration

1. Event Registration Completed by Traveler:

Travelers who complete their own registration prior to the receipt of approval assume the financial risk in the event the travel request is denied. If requesting reimbursement of registration expenses, one of the following must be attached to the EA upon submittal.

- Confirmation from the conference agency that shows how the registration was paid.
- A copy of the registration form, inclusive of a copy of the cancelled check or the traveler's credit card statement showing the charges.

2. Event Registration Completed by the Travel Office:

The following items are required when the traveler requests the Travel Office to complete and pay for his/her registration:

- A completed registration form must be attached to the EA.
- If there are specific deadlines required to receive a discount, this information must be specifically stated on the registration expense line in the EA.

Hotel Per Diem

1. **What is provided to travelers for hotel reimbursement?** Travelers are reimbursed for actual lodging expenses, not to exceed lodging per diem permitted by the Federal Travel Regulation (FTR). A receipt must support all requests for reimbursement of lodging expenses.
 - Allowable lodging costs within the contiguous United States are determined in accordance with FTR. Lodging costs incurred outside the contiguous United States are determined in accordance with the U.S. Department of State's Standardized Regulations (DOS-SR).
2. **Where can I find the foreign lodging per diem rates?** Foreign lodging per diem rates can be accessed at the [U.S. Department of State website](#). The most current rates can also be found in the Deltek T&E system.
3. **Are lodging taxes included in the per diem?** Yes, foreign hotel per diem rates include lodging taxes.

Example: If the maximum hotel rate for London is \$357.00, the traveler is entitled to reimbursement of \$357.00, **including tax**.

4. **May I tip hotel staff?** Yes. Incidentals used for fees and tips given to personnel such as porters, baggage carriers, and hotel staff, are included within the Meal and Incidental Expenses per diem allotment you receive.
5. **Are there situations that warrant a deviation from the authorized hotel per diem rate?** Travelers requesting more than the authorized hotel per diem must submit a request within the EA with the proposed cost and a justification explaining the necessity to exceed the authorized per diem, to include any cost comparisons to support the request for the increase. The Travel Office will obtain NCI Contracting Officer approval, prior to departure, for costs to be reimbursable.

If government hotel rates are not available at the destination, the Travel Office will make every effort to obtain the government rate or find alternate suitable lodging within the allowable rate.

6. **Can I make my own hotel reservation?** The traveler can make his/her own reservation. A hotel confirmation must be submitted to the Travel Office before the trip to confirm the amount is under the allowable daily lodging per diem. Travelers risk not being reimbursed for the full cost if the confirmation is not submitted and approved in advance by the Travel Office.
7. **Can I be reimbursed for internet connection fees?** Be advised that most hotels charge an internet connection fee each time the internet is accessed. Internet connection fees will only be reimbursed for business use. A business justification must be submitted with the ER for reimbursement. Please be conservative in connecting to the internet.

Per Diem Rates/Meals and Incidental Expenses

1. **What is provided to travelers for meal reimbursement?** The maximum allowable per diem for meals and incidental expenses (M&IE) is determined by the U.S. Department of State for foreign travel. Foreign meal per diem rates can be accessed at the [U.S. Department of State website](#). The most current rates can also be found in the Deltek T&E system. M&IE rates are meant to cover

expenses for breakfast, lunch, and dinner and related tips and taxes. Traveler reimbursement is based on the location of the work activities.

2. **Is the full M&IE rate allowed on each day of travel?** Only one M&IE allowance rate is used per day (beginning at 12:01 a.m. and ending at 12:00 midnight). The M&IE rate for the location being visited can be used for all days of travel. The allowance for M&IE on the *first and last days of travel will be 75% of the applicable M&IE rate*. Following are details about this guideline:

- The full day meal and incidental per diem rates for the location will be used to determine the per diem reimbursements for the first and last days of travel.

For example: The daily meals and incidentals per diem rate is \$47.00. The first and last days will be calculated by multiplying \$47.00 by 0.75, resulting in a \$35.25 per diem rate.

3. **Does the M&IE rate need to be reduced for complimentary meals provided by a common carrier or a hotel?** Meals provided by a common carrier or complimentary meal(s) provided by a hotel do not require a reduction of a traveler's meal per diem. Full meal per diem should be claimed when these meals are provided. Examples would include a free continental breakfast or meals provided on long flights. Deductions are not required for items such as snacks or coffee breaks.

4. **Does the M&IE rate need to be reduced for meals included in an event registration fee or if provided by the organization visited?** Yes, the applicable M&IE rate shall be reduced by the dollar amount for the specific meal provided, as referenced in the [table found on the U.S. Department of State website](#). Deductions are not required for items such as snacks or coffee breaks. When meals are provided as part of the meeting, conference, seminar, or training, the traveler is expected to take advantage of this opportunity. Travelers will not be reimbursed for alternate meals when opting not to consume meals provided by the organizing entity.

5. **What if an organization provides a meal on the first or last day of travel? How is per diem calculated on those days?** The value of meals provided to a traveler on the first or last days of travel are deducted from the per diem, before the 75% is applied. Deductions are not required for snacks or coffee breaks.

For example: The per diem for a travel location is \$90.00. On the last day of travel, the organization being visited is providing lunch to the traveler. The per diem for the last day of travel is calculated as follows:

\$90.00 per diem rate
(\$22.00) deduction for lunch per State Department website
\$68.00
X 0.75 for last day of travel
\$51.00 per diem rate to be applied to last day of travel

6. **Is there a reduction of meal per diem required for travel over 30 days?**

- Long-Term Travel (kitchen facilities provided): For travel in excess of 30 days to one location where kitchen facilities are provided, meal per diem will be reduced by 50% for the entire duration of the trip.
- Long-Term Travel (kitchen facilities NOT provided): For travel in excess of 30 days to one location where kitchen facilities are NOT provided, meal per diem will be reduced to 75% of the normal daily per diem rate for the entire duration of the trip.
- Travels less than 30 days are eligible for full per diem. The 75% per diem for the first and last days of travel will be applied to the reduced per diem rate.

7. **How is meal per diem allocated for travels that include multiple business locations?** When a travel includes multiple legs or visits to several different locations, the M&IE value for each day should coincide with the location of the overnight stay. There will only be one travel day (75% reduction) for the first day of the travel and one travel day (75% reduction) for the last day of the travel. Days traveling from one business location to another will be full per diem days.

Air Travel

1. **What is allowable in terms of airfare?** For official business travel, the lowest-priced airfare available should be obtained and will normally be considered “restricted,” “non-refundable,” or “coach class” airfare.
2. **Can travelers (employees and non-employees) book their own airfare?** Yes; however, an airfare quote is **required** for any airfare/train itinerary not ticketed through the FNL Travel Office. Scenarios related to the requirement for airfare quotes are provided below.

Scenario #1 – Basic Rule: If a traveler (employee or non-employee) chooses to book their own airfare, a quote must be obtained from the Travel Office and provided to the traveler **before** they purchase the ticket so they know what the maximum allowable reimbursement will be. This applies to both international and domestic travel.

Scenario #2 – Non-Contract-Related Travel Combined with Business Travel: If a traveler (employee or non-employee) needs to book their own airfare but is traveling to a non-contract-related meeting before or after the contract-related event, a quote will need to be obtained from the traveler’s home airport to the event and back to their home airport AND a second quote will need to be obtained for the itinerary they are requesting. Whichever is cheaper will be reimbursed. This also affects their hotel, meal, and other reimbursements. The only expenses to be covered by FNL is for the days/nights of the contract-related meeting. This applies to both international and domestic travel.

Scenario #3 – Personal Time Combined with Business Travel: If a traveler (employee or non-employee) wants to extend their business trip for personal reasons, no more than two days are allowable for international travel and no more than the actual number of business days on the trip can be added on for domestic travel. This scenario will also require a quote from the traveler’s home airport to the event and back to their home airport for the days of the business portion of

the travel AND a second quote will need to be obtained for the itinerary they are requesting. Whichever is cheaper will be reimbursed. The only expenses to be covered by FNL is for the days/nights of the business portion of the travel. This applies to both international and domestic travel.

Scenario #4 – Requests for Direct Flights: If a traveler (employee or non-employee) wants to take a direct flight and there are flight options containing connecting flights with comparable travel time, then the cheaper itinerary will be reimbursed. Quotes should be obtained for both. This applies to both international and domestic travel.

Scenario #5 – Returning Home the Day after an Event: If a flight is available to return a traveler (employee or non-employee) home at a reasonable time on the last day of the business portion of the trip, the traveler must return home that evening. If a traveler chooses to stay overnight despite a flight being available to return them home at a reasonable time, any additional cost for flying home the next day will be borne by the traveler. The traveler will only be reimbursed up to the cost of the flight returning home on the last day of the business event/meeting and a quote must be obtained to reflect this. This applies to both international and domestic travel. (The additional night hotel stay will also be at the cost of the traveler.)

3. **Can special requests be made for accommodations other than the lowest-priced airfare?** The need for any other type of ticket (such as business class) must be justified to the Travel Office **prior** to purchase. A special request for accommodations other than the lowest-priced airfare may be requested primarily to accommodate a disability or other special medical need. The medical need must be substantiated in writing by a licensed medical authority. Medical notes expire after six months for a temporary medical condition and after three years for a chronic/permanent medical condition. Medical notes will be maintained in the traveler's personal file with the FNL Contractor OHS.

Travelers are responsible for obtaining necessary documentation and approvals, and for coordinating review by OHS. The following process should be followed:

- Travelers are required to schedule a meeting with OHS for concurrence on the need to fly a class other than coach class. A medical note from the traveler's personal physician is required at the time of visit with OHS and will be retained in OHS. Medical notes should **not** be forwarded to the Travel Office or NCI.
 - After the traveler has met with OHS and obtained approval, the EA should be entered into Deltek T&E with a copy of the required approval by OHS attached.
 - Program areas will be responsible for obtaining and retaining OHS approvals, which will be used for future travel requests.
4. **Under what circumstance am I authorized a rest period when flying?** A rest period not in excess of 24 hours at either an intermediate point or at the travelers' destination may be authorized if:
 - Either your origin or destination point is outside the continental U.S.;
 - Your scheduled flight time, including connection times, exceeds 14 hours;

- Travel is by a direct or usually-traveled route; and
- Travel is by coach-class service.

Requests for a rest period require Contracting Officer approval and a detailed justification must be submitted as a special request with the Expense Authorization. When a rest period is authorized the applicable per diem rate is the rate for the rest stop location.

- 5. What if my travel plans change or get cancelled?** Travelers must notify the Travel Office ASAP when a planned trip is changed or cancelled to avoid potential liability for costs that have already been incurred.

 - Travelers are accountable for all transportation tickets issued in their name and any other transportation documents received by them in connection with their business travel. If the traveler does not notify the Travel Office accordingly, and the expenses are incurred, the traveler will be required to absorb the cost. If the FNL incurs the cost due to direct-charging, the traveler will need to reimburse the company on the ER.
 - If penalties are incurred due to changed or cancelled travel plans, the penalties are an allowable cost only IF a reasonable explanation is provided on the ER. The value of the non-refundable ticket can usually be applied to any other ticket for business use (for the same traveler) within 12 months from the date of issuance of the initial ticket. Every effort should be made to use the ticket on the next business trip taken. Please note that the original flight must be cancelled prior to the departure date or the credit will be lost.
- 6. Are there specific airlines I must use?** All travelers must use United States (U.S.) airlines. In the event a traveler books an airfare on a non-U.S. carrier because of a lower fare or for any other reason, the individual traveler may not be eligible for reimbursement. Please check with the Travel Office if there are any questions concerning travel by U.S. airlines versus non-U.S. airlines.
- 7. Can I be reimbursed for baggage fees?** 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 traveler will be reimbursed the charges for *ONE* baggage fee within the standard limits. The airline will apply significant charges to overweight or oversized baggage.
- 8. What if I need to return home earlier than expected during business travel?** Occasionally, it may be necessary to return home earlier than expected during official business travel. All requests to return home early must be business-justified and approved through the Travel Office before the change is made. 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 Travel Office.
- 9. What if I am offered promotional items, such as frequent flyer miles?** A traveler who receives a promotional item, such as frequent flyer miles, may retain the promotional item for personal use, if such item is obtained under the same conditions as those offered to the general public.

10. **Are there any flight-related expenses that are not reimbursable?** Reimbursement of expenses related to seating upgrades in coach class, for personal preference or any other ancillary fees including but not limited to fees to book roundtrip ticket by phone, preferred seat, priority boarding, airport club lounge, headset, pillow/blanket, and global entry/TSA-approved expedited screening programs are not allowable costs and will not be reimbursed.

Ground Transportation

1. **Transportation to Airports.** The most economical means of transportation to and from the airport should be used. Transportation options for traveling to and from the airport include:
- Personal Vehicle – The traveler may drive his/her personal vehicle to and from the airport and park in approved lots/garages (see “[Parking/Tolls](#)” section). The total cost of mileage and parking will be reimbursed.
 - BayRunner Shuttle – This is an option only for travel to BWI Airport or BWI Amtrak Station. The tip is NOT included in the fare.
 - City Cab – City Cab is located in Frederick. Reservations can be made under the direct bill account and the tip IS included in the fare.
 - Barwood Taxi Service – Barwood is located in Montgomery County. Reservations can be made under the direct bill account and the tip IS included in the fare.
 - Other taxi services – These may be cost effective if the traveler is departing from outside the local Frederick area.
 - Drop-off/Pick-up – Travelers occasionally arrange for another individual to drop them off and pick them up at the airport or train station. In such cases, roundtrip mileage will be reimbursed both on the departure and return dates.
2. **Car Rental.** Approval is required prior to renting a car for a trip. Please do not reserve rental cars on your own prior to obtaining approval. In order for the cost to be allowable to the contract, the car rental MUST be shown to be more cost effective than using other forms of ground transportation. The following steps should be followed to request and obtain authorization for a rental car:
- On the Request for Travel Reservations Form, provided within the EA, check the box indicating a rental car is requested.
 - Attach to the EA printouts from Taxifarefinder.com showing the cost estimate if taxis were to be used for ground transportation instead of a rental car.
 - Once the Travel Office receives the EA, the Travel Office will request a cost quote for a rental car from *Corporate* Travel representatives.
 - The Travel Office will notify you if the use of a rental car is more cost effective and will book the rental car for the traveler.

If a rental car is approved, please take into consideration the following guidelines:

- Before accepting a rental car, any preexisting damage (including "nicks or dings") should be noted and documented before signing the contract so that the traveler is not charged for damages unrelated to the rental.
- At the time the rental car is picked up, the traveler must be able to produce a major credit card. The rental car company may refuse the rental in the absence of a credit card.
- Auto rental agencies typically require that renters be at least 21 years of age; in some instances, the minimum age for rental is 25 years of age. If there is a question, please call the Travel Office. If a reservation for a rental car is made through the Travel Office, only the traveler may operate the rental car.
- Travelers will be reimbursed for the cost of collision damage waiver or collision damage insurance when the vehicle is rented outside CONUS. Rental or leasing agency requirements, foreign law, or legal procedures which could cause extreme difficulty to travelers involved in an accident make this insurance necessary or advisable.
- It is recommended that an intermediate or mid-size rental car be rented. If a larger rental car is required, justification substantiating the need must be provided in advance to the Travel Office for approval.
- The traveler shall fill the gas tank of rental car prior to returning the rental car to eliminate additional expense charged by the rental car company. The option of pre-purchasing fuel must not be chosen by the traveler. (This option requires the purchase of an entire tank of fuel.)

3. Taxi and Other Public Transportation

- Is the Travel Office able to pay for taxi arrangements for me in advance? There are two local companies that have direct-bill arrangements with the FNL: City Cab (Frederick area) and Barwood/Blue Star (Montgomery County area). Direct billing arrangements do not exist with all cab companies so the traveler should be prepared to pay the taxi fare if a taxi other than that arranged by the Travel Office is chosen.
- Are receipts required for reimbursement of the use of taxis and other public transportation? The use of taxis, shuttles, and other public transportation is reimbursed at actual cost. Receipts are required for all transportation expenses. When the traveler shares the taxi service with other travelers, please note the shared cab on the Expense Report.
- Can tips be provided to drivers? Tips not to exceed 15% of the cost of service are allowable. Please note that tips are included in the cost that is billed directly to the FNL contract for City Cab and Barwood/Blue Star. If there is no charge for service, reimbursement for a tip is limited to \$2.00.
- Can I be reimbursed for taxis/public transportation used for obtaining meals while on official business travel? The use of taxis and other forms of public transportation will not be reimbursed for obtaining meals while on official business travel. Per Federal Travel

Regulation section 301-10.190(b), the only exception is when meals are not available at the duty station or hotel and are not available within walking distance from the duty station or hotel. A justification must be provided on the Expense Report explaining why a taxi or other form of public transportation was used for this purpose to be considered for approval.

4. **Parking/Tolls**

- Can I be reimbursed for parking at an airport? Travelers may be reimbursed for parking a personal vehicle at the airport for the duration of their travel. Long-term (economy), satellite, or daily garage parking must be used. Hourly garage or valet parking will NOT be reimbursed. The following list displays the suggested parking areas at each of the airports in the Washington area and the website where more information can be obtained regarding parking.
 - BWI – Long-Term, Express, or Daily Garage Parking: [BWI Airport Parking Information-Rates](#)
 - National – Economy Lots or Daily Garages: [Reagan National Airport Parking](#)
 - Dulles – Economy Lots or Daily Garages: [Dulles Airport Parking](#)
- Can I be reimbursed for parking at a hotel? Travelers may be reimbursed for parking a personal vehicle or rental car at a hotel for the duration of their stay. The most economical means for parking should be used. Garage or valet parking will NOT be reimbursed, unless this is the only option or a special need justifies this sort of parking.
- Can I be reimbursed for tolls? Tolls incurred while traveling via personal vehicle or rental car are a reimbursable expense. The traveler must provide receipts for reimbursement.

Telephone Calls

1. **Can I be reimbursed for business calls while on travel?** All business telephone calls must be reported on the Expense Report. Documentation must include evidence of charges incurred (copy of phone bill), purpose of each call, to whom the call was placed, and the necessity of the call.

Treatment of Travel as Time Worked Outside of Normal Work Schedule

(Applies to FNL contractor employees only)

- Are exempt employees eligible for additional compensation during travel? Exempt employees are not eligible for any additional compensation during periods of contract-related travel, including time spent traveling on Saturdays, Sundays, or holidays. Exempt employees may be eligible to accrue travel credit hours. Refer to Standard Process H202, “Accrual and Use of Credit Hours” for additional details.

- How do non-exempt employees record time during travel? Non-exempt (SCA) employees are governed by the Fair Labor Standards Act regulations and the following policies govern the payment of wages for periods in travel status.
 - One-day Trips: When a non-exempt employee is required to travel away from his/her normal work location, all the travel time involved counts as time worked. The only times which can be excluded are meal periods and the normal time spent by the employee commuting from his/her home to the normal work location.
 - Overnight Trips: When a non-exempt employee is required to be on contract-related travel that keeps him/her away from home overnight, all time spent traveling during the hours corresponding to the employee's normal working hours will be counted as time worked. This includes time spent traveling on Saturdays, Sundays, and holidays that correspond to the employee's normal working hours on other workdays. The only times that can be excluded are meal periods. Time spent traveling during hours outside the employee's normal working hours is not treated as time worked. In order to control contract costs and make more funds available for contract-related travel, travel itineraries for non-exempt employees should minimize the requirement for travel during periods treated as hours worked.
- Are there any rules about accepting honoraria while on travel? Travelers are cautioned that they may not accept honoraria from any source during contract-related travel when they are also charging direct labor. In order to accept honoraria, travelers must charge either "Vacation" or "Leave without Pay" for the **whole day** they perform the service for which they will receive an honorarium. For example, a traveler visiting a laboratory for several days to conduct collaborative studies may be asked to give a one-hour seminar for which he or she will receive an honorarium. The employee must charge either "Vacation" or "Leave without Pay" for the whole day on which he or she gives the seminar, in order to accept the honorarium. Vacation days charged in connection with accepting honoraria will not be counted towards annual leave limit when combining personal and business travel (see below).

Combined Business and Personal Travel

(Applies to FNL contractor employees only)

- Can I combine personal travel with business travel? Travelers may occasionally combine personal leave plans with their travel agenda. In the instance a traveler wishes to take annual leave in conjunction with official business travel to a foreign location, he/she will only be allowed to do so one time per fiscal year (during one trip). If the annual leave to be taken exceeds two days, ALL airfare expenses will be incurred at the traveler's expense, regardless of who is funding the travel. If, for instance, annual leave exceeds two days and an outside source is paying for an individual's travel expenses, the traveler will still be responsible for all of his/her airfare expenses. Other expenses, such as registration, per diem, lodging, and ground transportation will only be reimbursed to the traveler for the official business portion of the trip.

- Are there any exceptions to the above rule? Exceptions to the above rule may be allowed for travelers on long-term assignments in excess of 30 days. Exceptions for long-term assignments will be evaluated on a case-by-case basis.
- If I combine personal and business travel, am I still eligible for expense reimbursement? The traveler is only eligible for reimbursement of expenses that do not exceed the least expensive cost of traveling directly to and from the business destination and staying the minimum required time to complete the business purpose of the trip. The cost differential should be documented on the Expense Report.

Travel Accident Insurance

(Applies to FNL contractor employees only)

FNL Contractor provides travel accident insurance for employees (subject to the terms of the contract with the carrier, which contains certain exclusions). This insurance provides accidental death benefits for employees while traveling on contract business. A business trip “begins” when the employee leaves home or a place of business to initiate a trip, whichever occurs last. Coverage continues throughout the trip until the employee returns to his/her normal place of employment or residence, whichever occurs first. This coverage precludes the need to purchase separate travel accident insurance each time an employee travels on contract business. Therefore, the Travel Office will not reimburse additional travel accident insurance costs.