



TRAVEL



The FFIEC will be pleased to reimburse you for your travel expenses including the government rate for the cost of air, shuttle, train, or mileage for personal automobile use. **These policies require that you make all travel arrangements through our contracted travel agent to be eligible for paid air or rail fare.**

Please contact our travel specialists Linda Schmidt or Steve Eala of Sato Travel, 1-800-934-7286, as soon as possible for assistance in making your travel arrangements. If you make your reservations early, the lowest rate is likely to be available.

The FFIEC will reimburse you for the round-trip shuttle fares to and from the airport serving your hometown and to and from the program site. The FFIEC does not reimburse for rental car expenses. In advance of scheduled travel, the Program Administrator may approve a rental car when it is shown to be a cost-saving substitute for taxis or airport limousines or when it obviates the need for a hotel room.

The mileage reimbursement rate for use of a personal automobile is 58.5¢ per mile, effective 7/1/2008.

- **NOTE: If Council travel is included as a leg of a longer trip, the maximum the Council will reimburse is the cost of the lowest available round trip, at a government rate, from the speaker's residence to the conference location.**

MISCELLANEOUS EXPENSES

The Council will reimburse you for the following itemized expenses:



- Reasonable and actual cost of meals, excluding alcoholic beverages
- Overnight lodging at a facility arranged by the Council staff
- While on travel status on behalf of the Council, one brief call home and calls made to the Council offices

The Council will **NOT** reimburse you for the following expenses:

- General long-distance phone calls
- Any cost in excess of \$100 for preparation of teaching materials unless approved in advance

REIMBURSEMENT



Upon completion of your travel, please fill out the enclosed Speaker/Instructor Expense form and include receipts for all items in excess of \$75.00. Please keep in mind that these expenses are paid from public funds and are highly visible. We are also required to provide all reimbursement payments via electronic fund transfer. Please return the enclosed Instructor Electronic Reimbursement Form with your expense form to enable prompt payment.

QUESTIONS? Please call your Program Administrator or contact Karen Smith at kksmith@fdic.gov or 703-516-5588



**Speaker/Instructor
Expense Report and Honorarium**

Federal Financial Institutions
Examination Council

Date

Speaker Name (Last, First, MI)	Address	Phone
Pay to the Order of (if different from above):	Address	

OUT-OF-POCKET EXPENSES

DATE (mm/dd/yy)	DAY	DESCRIPTION Departure/Arrival city, per diem computation, or other explanations of expense.	AMOUNT CLAIMED							
			Speaker Honorarium Fee	Per Diem ¹	Taxi/Limo	Mileage ²	Misc.	Meals		
								Breakfast	Lunch	Dinner
	Sat									
	Sun									
	Mon									
	Tue									
	Wed									
	Thu									
	Fri									
	Sat									
	Sun									
TOTALS										
FFIEC Internal Account Coding										
GRAND TOTAL										

1. FFIEC Instructors and speakers on "per diem" receive 3/4 per diem on travel days.
 2. Number of miles x current mileage reimbursement rate as provided in the FFIEC speaker reimbursement policy.