



# Travel Reimbursement Expense Guidelines

**Receipts are required for any expense of \$75 or more except as noted.**

— Domestic Travel — (Within Continental US [CONUS])		
Activity or Expense Type	Allowable Amount	Requirements
Meals and Incidental Expenses (M&IE)	12 Hours or less	No reimbursement for Meals & Incidental Expenses (M&IE).
	12 to 24 Hours	75% of maximum CONUS rate published by the General Services Administration ( <u>GSA</u> ).  Note: Travelers are highly encouraged to request reimbursement for the actual cost of M&IE up to the established rates.
	Over 24 Hours	Maximum CONUS rate published by <u>GSA</u> (75% of the rate for first and last day of travel).  Note: Travelers are highly encouraged to request reimbursement for the actual cost of M&IE up to the established rates.
Lodging/Hotel	Actual	Lodging expenses will be reimbursed at the actual expense up to the maximum lodging rate established by the <u>GSA</u> . Under special circumstances, and with a written explanation, up to 300 % of the maximum may be reimbursed. Lodging receipts required.
30 + days one location	55% of per diem rate of business location	A reasonable living allowance not to exceed 55% of the maximum per diem rate for the business location. Receipts are not required.



# Travel Reimbursement Expense Guidelines

— Domestic Travel — (Outside Continental US: Alaska, Hawaii, US possessions [OCONUS])		
Activity or Expense Type	Allowable Amount	Requirements
Meals and Incidental Expenses (M&IE)"	N/A	M&IE for business location reimbursed up to the maximum rates established by the <a href="#">Department of Defense</a> (75% of the rate for first and last day of travel).  <b>Note: Travelers are highly encouraged to request reimbursement for the actual cost of M&amp;IE up to the established rates.</b>
Lodging/Hotel	Actual	Lodging expenses will be reimbursed at the actual expense up to the maximum lodging rate established by the <a href="#">Department of Defense</a> . Under special circumstances, and with a written explanation, up to 300% of the maximum may be reimbursed. Lodging receipts required.
30 + days to one location	55% of per diem rate of business location	A reasonable living allowance not to exceed 55% of the maximum per diem rate for the business location. Receipts are not required.



## Travel Reimbursement Expense Guidelines

— Foreign Travel —		
Activity or Expense Type	Allowable Amount	Requirements
Meals and Incidental Expenses (M&IE)"	N/A	M&IE for business location reimbursed up to the maximum rates established by the <a href="#">U.S. Department of State</a> (75% of the rate for first and last day of travel).  <b>Note: Travelers are highly encouraged to request reimbursement for the actual cost of M&amp;IE up to the established rates.</b>
Lodging/Hotel	Actual	Lodging expenses will be reimbursed at the actual expense up to the maximum lodging rate established by the <a href="#">U.S. Department of State</a> . Under special circumstances, and with a written explanation, up to 300% of the maximum may be reimbursed. Lodging receipts required.
30 + days to one location	55% of per diem rate of business location	A reasonable living allowance not to exceed 55% of the maximum per diem rate for the business location. Receipts are not required.
Foreign Travel Miscellaneous Expenses	Actual	Passports, visas, photos, certificates, inoculations, medical evacuation insurance, currency conversion, collision insurance for rental cars. Receipts required for \$75 or more



## Travel Reimbursement Expense Guidelines

— Travel to All Locations —		
Activity or Expense Type	Allowable Amount	Requirements
Lodging with Friends or Relatives	Actual	Reimbursement is for actual additional costs incurred by the host up to the M&IE rate. Receipt required. This is in addition to M&IE.
Noncommercial lodging (such as house trailers, field camping)	Actual	Actual cost of lodging plus M&IE not to exceed maximum published rates. Type of lodging must be specified, receipt required.
Airfare	Actual	Allowable airfare is the lowest fare, including discount fares that meets the needs of the traveler. Reimbursement for Business or First Class fare needs medical and/or Director approval. Receipts required.
Reissued or exchanged airfare	Actual	All documentation, for both the original and reissued tickets needs to be submitted
Canceled Reservations	Actual	Traveler is responsible for canceling reservations (air and hotel). Costs for failure to cancel are reimbursed if due to circumstances beyond traveler's control.
Surface Transportation in lieu of air (personal reasons)	Not to exceed comparable air	Actual mileage is reimbursed (based on standard highway guide) as long as less than what Lab would have paid for airfare. Cost of additional lodging and meals are reimbursed if there is overall cost savings.
<b>Mileage</b>	<b>\$.485 per mile effective 1/1/07</b>	<b>Receipt not required</b>
Parking	Actual	Receipt required for \$75 or more
Taxi/Shuttle/Limo	Actual	Receipt required for \$75 or more
Private Auto to/from terminals	Actual	Actual mileage for one round trip, plus parking (long-term parking encouraged, or two round trips and short term parking. Receipts for parking \$75 or more.
Rental Cars	Actual	Receipt required. CDW/LDW are not reimbursed within <a href="#">CONUS</a> . CDW/LDW are reimbursable outside of <a href="#">CONUS</a> and foreign.
Rental car gas	Actual	Receipt required for \$75 or more
Tolls	Actual	Receipt required for \$75 or more
Conference Registration fees	Actual	Receipt and back up information (title and purpose, date, etc.) required
Phone Calls	Actual	All business and emergency calls as well as one brief non-emergency call per day.
ATM Transaction fees	Actual	List as miscellaneous items on travel expense report. Receipt not required
Miscellaneous expenses	Actual	Items such as excess baggage, postage, FAX transmittals, hotel taxes, etc. Receipts required for any item \$75 or more.



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