



TRAVEL MANUAL

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Approved by:

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ACRONYMS

ATM	Automated Teller Machine
CCC	Country clearance cable
CFO	Chief Financial Officer
CONUS	Continental U.S. (48 contiguous states and the District of Columbia)
DOE	Department of Energy
FAR	Federal Acquisition Regulations
FinOps	Financial Operations
FTD	Facilities and Transportation Department
FTMS	Foreign Travel Management System
GPS	Global positioning system
GSA	General Services Administration
HR	Human Resources
M&IE	Meal and Incidental expense
OCONUS	outside the Continental U.S.
ORAU	Oak Ridge Associated Universities
ORISE	Oak Ridge Institute for Science and Education
POV	privately owned vehicle
RAFT	Request for Approval of Foreign Travel
RPR	Records, Property, and Relocations
SAWD	Scientific Assessment and Workforce Development
SPP	Strategic Partnership Projects
TC	Travel Certificate
USG	U.S. Government
VPHR	Vice President, Human Resources

1.0 PURPOSE

ORAU will reimburse authorized individuals (employees or nonemployees) for necessary and reasonable travel expenses associated with official travel (see ORAU Travel Policy, TR-105).

The purpose of the ORAU Travel Manual is to provide guidelines for determining reasonable reimbursement and to establish procedures to be followed in authorizing travel and providing reimbursement. The travel manual guidelines are applicable for travel required under and charged to the ORAU corporate projects, travel required under and charged to the ORISE contract, or travel required for and to be billed to a third party (i.e., organizations other than a federal agency, such as public or private firms or DOE contractors). There are some instances in which corporate contracts will be negotiated with different travel reimbursement guidelines. The individual contract requirements will determine the basis for reimbursement. See Travel Reimbursement Guidelines for a summary of the policies and procedures included in this travel manual available on Shortcuts, Programs, under Travel Office.

The ORAU Travel Manual attempts to be comprehensive, but it is impossible to anticipate every situation that will be encountered by the traveler. Situations that arise and are not covered by this manual should be discussed in advance with the approver or the Travel Services department of Financial Operations. Exceptions to the established ORAU Travel Policy must be fully explained, submitted in writing, and approved in advance of the travel by the appropriate approver. Unusual circumstances may arise during travel that would necessitate an exception and/or additional approval on completion of travel. Exceptions or unusual circumstances should be discussed with the approver before submitting the travel expense report). These exceptions must be fully explained and documented on the travel expense report.

Requests for interpretation and proposed changes to the ORAU Travel Manual and ORAU Travel Policy shall be submitted in writing to the manager of Travel Services.

2.0 RESPONSIBILITIES

2.1 Traveler

The traveler is responsible for the following:

- Complying with applicable policy or guidelines specified in this manual (including DOE foreign travel and conference requirements).
- Ensuring that the purpose for travel is appropriate.
- Considering the most cost-effective routing and means of accomplishing official business (e.g., electronic mail, mail, teleconferencing versus travel).
- Initiating the travel pre-approval authorization request and securing the necessary approvals prior to travel.
- Submitting a Request for Approval of Foreign Travel (RAFT) form if the travel meets the requirements set forth by DOE and the criteria of the DOE Foreign Travel Order 551.1D.
- Verifying the confirmed rates with hotels and rental car agencies during travel.
- Completing and submitting the travel expense report and required documents for reimbursement within 10 days of completion of travel.

The traveler shall exercise good business judgment with respect to any travel expenses and spend ORAU's funds as carefully and judiciously as he/she would spend his/her own funds.

2.2 Travel Approver

The approver is responsible for the following:

- Complying with applicable policy or guidelines specified in this manual (including DOE foreign travel and conference requirements)
- Verifying that all costs are allowable.
- Ensuring that the purpose for travel is appropriate.
- Assuring that the most cost-effective routing and means of accomplishing official business (e.g., electronic mail, mail, teleconferencing versus travel) are considered.
- Verifying the information provided on the pre-approval authorization and travel expense report.
- Ensuring that the RAFT form is completed if the travel meets the requirements set forth by DOE, including safety and the criteria of the DOE Foreign Travel Order 551.1D.
- Notifying all appropriate offices, including Occupation Health for all employee and employee-participant foreign travel.

2.3 Financial Operations

Financial Operations (FinOps) is responsible for the following:

- Overseeing the day-to-day operation of the travel functions.
- Implementing, administering, and applying the established travel policies and procedures.
- Providing travel services for hotel and transportation reservations.
- Coordinating all requests for DOE/Strategic Partnership Projects (SPP) foreign travel and obtaining DOE approval.
- Coordinating among and resolving problems with travel services providers.
- Administering the company travel credit cards.
- Issuing payments for cash advances, advance payment of registration fees, hotel deposits, etc.
- Coordinating all requests for DOE Conference attendance and obtaining DOE approval.
- Auditing foreign and domestic travel reimbursements within 10 days.

- Coordinating all accounting related to travel.

2.4 Facilities and Transportation Department Relocation Coordinator

The relocation coordinator, Facilities and Transportation Department (FTD)/ Records, Property, and Relocations (RPR), makes the detailed arrangements for relocation commercial moves of household goods for employees. Arrangements for participants and employee participants within the Scientific Assessment and Workforce Development Program (SAWD) will be coordinated by SAWD's Travel Central Relocation Specialist.

The U. S. Fly American Act applies to freight forwarders for international cargo shipments via air or sea. U.S. Carriers should be utilized for transportation of shipments (see Exhibit 2 for more information and exclusions to the Fly America Act including the Open Skies Agreement).

3.0 APPROVALS

The approver should take into consideration the:

- Urgency and complexity of the work,
- Specific objectives to be accomplished during the travel,
- Special requirements included in applicable contract,
- Total cost of the travel,
- Time the traveler would be away from normal duties,
- Safety risk, and
- Benefit of the travel.

The approver is responsible for ensuring that travel is authorized and expenses are in compliance with this manual. The following approval levels and responsibilities shall be followed when approving travel authorizations and expenses:

Level	Position	Responsibilities
1	ORAU President and Chief Executive Officer, Corporate Secretary, General Counsel, Chief Financial Officer, Executive Vice Presidents	1) Same as Level 2 2) Domestic and foreign travel for levels 2-5
2	Senior Vice Presidents, Corporate Officers, Corporate Directors, Vice Presidents	1) Same as Level 3 2) Purchase of a premium class ticket 3) Lodging waivers over 175% of the GSA lodging ceiling 4) Cash advances if traveler's travel card has been cancelled by ORAU or the credit card company 5) Use of a personally owned, rented, or chartered aircraft
3	Program Directors, Department Directors, Technical Directors, Assistant Program Directors	1) Same as Level 4 2) Foreign travel 3) Purchase of foreign tickets from source other than the ORAU contracted travel agency 4) Travel in excess of 30 consecutive calendar days
4	Group Managers, Section Managers, Team leaders, project managers	1) Domestic travel 2) Exceptions to the policy and/or unusual circumstances

The corporate secretary has authority to approve travel for board members, council members, visiting committee members, and the ORAU president.

Human Resources (HR) with the appropriate delegation of authority (*see ORAU Policy and Procedure, GP-190*) can authorize pre-employment, house-hunting trips, trips for medical exams, and relocation expenses for employees. The travel authorization must be approved in writing.

Scientific Assessment and Workforce Development (SAWD) with the appropriate delegation of authority (*see ORAU Policy and Procedure, GP-190*) can authorize pre-appointment travel, house-hunting trips, trips for medical exams, and relocation expenses for participants. The travel authorization must be approved in writing.

4.0 SERVICES PROVIDED TO TRAVELERS

4.1 Travel Cards

Employees and non-employee participants who travel may be offered a company travel card to be used for cash advances and to cover official travel expenses such as hotel, rental car, etc., while they are in travel status. Travel cards may be issued to those who travel more than twice annually, or by supervisor approval in exceptional situations. Applicants should contact Travel Services for the current application process. Before a travel card can be issued, Travel Services must receive a manager-approved Travel Cardholder Agreement. Eligible employees who elect not to participate in the ORAU travel card program will not be issued a cash advance unless they are newly hired and have not had time to obtain a travel card or they have prepaid a registration fee or other expense. See Travel Advances below for more information regarding the use of the travel card for cash advances.

The travel card is issued to cover official business travel expenses only and shall not be used for personal purchases or personal cash advances. If the card is used in error, the cardholder shall notify Travel Services immediately at corporatetravelcard@orau.org. If the travel card is used in violation of the personal use policy, the cardholder and Travel Services will discuss the circumstances for the purchase. If the cardholder provides an acceptable reason for the charge, the reason will be documented and kept on file. No further action will be taken. If the cardholder does not provide an acceptable reason for the charges, Travel Services will alert the cardholder's Manager and appropriate ORAU Management (FinOps Director, CFO, and VPHR) of the inappropriate personal use. The manager will "coach" the cardholder on proper Travel Card use and the cardholder must pay the balance immediately. A second violation involving personal use will result in the cancellation of travel card account and notification to the cardholder's Manager and appropriate ORAU Management.

Charges are billed directly to the cardholder. Individual cardholders are responsible for paying all charges by the due date indicated on the statement. Late fees and interest will not be reimbursed. If the cardholder's account becomes 60 days delinquent, the cardholder's manager will be notified.

Delinquent payment of the monthly travel card statement can jeopardize the individual's credit rating, result in cancellation of the individual's travel card, and put the entire ORAU travel card program at risk of cancellation. Before late fees or interest are incurred due to late reimbursement of expenses by ORAU, the cardholder should contact Travel Services.

ORAU will cancel the card if the cardholder account is routinely past due or fails to pay. If the travel card is cancelled for nonpayment or personal use, cash advances may be issued only after review and approval by a level 2 or above position.

Misuse of the ORAU travel card or noncompliance with this policy can result in disciplinary action(s) up to and including termination.

4.2 Travel Reservations

ORAU has a contracted travel agency to handle the normal travel functions, including reservations for airlines, hotels, rental vehicles, etc. All official employee travel reservations for airline tickets must be arranged through the ORAU authorized travel agency or the on-line booking tool. Rental vehicle reservations must be arranged through the travel agency, or through the authorized contracted rental agency or their website. Nonemployees are encouraged to use the ORAU contracted travel agency for airline, hotel, and rental vehicle reservations.

4.3 Travel Advances

The normal procedure for travelers to obtain a cash advance will be to utilize the company travel card. Cash advances are available 24 hours a day, seven days a week from numerous automated teller machine (ATM) locations.

Travelers obtaining a cash advance by using the travel card will be allowed to access up to 20% of their travel card credit limit. A higher ATM cash limit may be requested by providing written justification to obtain supervisor approval.

The travel card provider's ATM fee and if applicable, additional associated ATM usage fees will be reimbursed. One transaction fee will be authorized for each five-day period of travel. For example: up to 5 days = 1 transaction fee, 6 - 10 days = 2 transaction fees, etc. The transaction fee(s) will be reimbursed on the travel expense report and any transaction fees in excess of the above limits should be explained in the comments box on the travel expense report.

For travelers who do not participate in the travel card program, a justification must be entered in the Travel System in order to receive a cash advance prior to commencement of travel. The traveler should request a cash advance at least three working days prior to the date the advance payment is needed. No cash advance will be issued for less than \$50. Travel advance payments will generally be limited to an amount equal to the anticipated meal and incidental expenses (M&IEs) allowable for the travel period. This amount may be increased if a specific need is identified.

When a traveler incurs an upfront cost, such as the payment of registration fee or a hotel deposit, ORAU will issue a reimbursement for the cost prior to the trip. To request reimbursement, the Advance Reimbursement prepayment type can be selected in the Travel System. A receipt will be required when the travel expense report is submitted.

Travelers receiving advances must account for their cash expenses by submitting a completed travel expense report and the required receipts or return any unused advance. For more information regarding the accounting for travel advances (see the ORAU Accounting Manual, Disbursements section, Travel Accounting section).

If the trip is cancelled and will not be rescheduled in the near future, the full amount of the advance is due immediately upon cancellation of the trip. After the travel expense report is audited, if the amount of the advance exceeds the total reimbursable expenses, the repayment of the amount due is required within five days after receipt of the notification of amount due. The repayment, in full or in part, may be subject to payroll deduction (payroll or stipend payment). Cash advances for future trips may be denied if the repayment is delinquent.

4.4 Prepayments (Registration Fees, Hotel/Motel Deposits, etc.)

Prepayments for registration fees, hotel deposits, etc., should be requested in the Travel System. Completed registration forms, mailing instructions, and payee information shall be faxed or e-mailed to Accounts Payable with the appropriate Travel System trip number written on the form. When the pre-approval authorization request has been approved, Accounts Payable will issue payment and provide the registration form to the payee. If conference approval is required, payments will not be issued until approval is received (see the ORAU Accounting Manual, Disbursements section, Travel Accounting).

4.5 Direct Bills

Direct billing arrangements can be made for non-employees when no other payment options are available for hotel and rental vehicles by calling the ORAU contracted travel agency. If a direct bill arrangement is in place, the hotel or rental car agency will send ORAU an invoice after the traveler has checked out of the hotel or returned the rental vehicle. The cost should not be listed on the travel expense report as a reimbursable expense but the traveler should note that the hotel and/or rental vehicle was direct billed to ORAU.

5.0 TRAVEL AUTHORIZATION PROCEDURES

Travel must be authorized prior to a traveler incurring any travel expense. Official travel begins whenever the traveler departs the office or home, whichever occurs last, and ends when the traveler returns to the home or office, whichever occurs first. An exception may be made when travel either begins or ends on a weekend or holiday. For example, if travel is to begin on the weekend and it is necessary to come to Oak Ridge to pick up a government vehicle, travel will begin when the traveler leaves his/her residence.

Careful attention must be given to the completion of all items on the pre-approval authorization request. The pre-approval authorization request has been designed to cover the usual elements of travel; however, unusual circumstances may arise that are not specifically covered by the pre-approval authorization request. In such cases, a detailed explanation must be included in the pre-approval authorization request.

If a situation arises that necessitates that travel be interrupted or discontinued, the traveler must contact the authorizing/approving official as soon as possible. When a traveler discontinues or interrupts a temporary duty travel assignment prior to its completion because of incapacitating illness or injury or personal or family emergency, the traveler's manager should review the reasons to determine whether to reimburse any additional cost incurred due to the change.

5.1 ORISE Conference Attendance

A conference is defined as meeting, retreat, seminar, symposium, or event. A travel pre-authorization request for each conference must be completed in the Travel Management System (TMS). This should include:

- Estimated costs of attendance.
- Official conference name, location, registration fee, dates, and duration of the conference.

The travel pre-authorization request must be submitted in TMS even when the conference is local and no travel is involved. A travel pre-authorization request must be submitted at least five months prior to the conference start date for a DOE-Sponsored conference to allow sufficient time for review and approval. No conference travel costs will be incurred until the travel is approved and Travel Services has validated conference approval in the DOE Conference Management Tool. If the appropriate conference approval is not obtained and costs are incurred, the costs may not be reimbursable.

Once a travel pre-approval has been processed and approved, the conference attendee or POC may make conference/travel arrangements and incur costs. Upon completion of the trip, a travel expense statement must be submitted through the TMS.

The Chief Financial Officer (CFO) must approve conference travel where the total travel costs, for the entire company, are estimated to be greater than or equal to \$100,000 for a single event.

5.2 Employee, Employee Participant, and Participant Travel

If the traveler will be lodging overnight or in travel status more than 12 hours, the trip must be entered and approved in the Travel System or entered and verbally approved by the appropriate manager before travel begins. This applies even if the trip is paid for by a third party or the traveler and there is no cost to ORAU.

DOE-funded conference attendance with local travel expenses (under 50 miles) shall be entered into the Travel System. See Local Travel Section below.

All travel that meets the criteria of the DOE Foreign Travel Order 551.1D must be approved by the traveler's manager through the Travel System and by DOE through the DOE Foreign Travel Management System (FTMS) prior to the departure of the traveler. For ORISE specific requirements see ORISE Foreign Travel section below.

5.3 Travel Certificates for SAWD Participants –

For certain SAWD research participants (like summer programs), ORAU reimburses transportation expenses only. The travel shall be authorized in writing, and the traveler shall use an Inbound or Outbound travel certificate (TC) located on Shortcuts under Forms.

The traveler submits the TC to the program issuing the letter authorizing the travel. The program will review the TC for completeness and to ensure that the requested reimbursement covers only the transportation expenses authorized. The program office will resolve any problems/questions and approve the TC, indicate the project and task number to be charged, and forward the TC to Accounts Payable for payment.

Note: If lodging or other travel-related expenses are incurred, the travel must be authorized and the expenses submitted using the Travel System.

5.4 ORAU Board of Directors and Committee Members

ORAU will reimburse travel expenses incurred by members of the Board of Directors in connection with official meetings. Expenses are paid from DOE and ORAU corporate funds. They are reimbursed on the basis of transportation and lodging plus an allowance for M&IEs. The M&IE allowance for Board members is established by the ORAU Council.

5.5 ORAU Council

ORAU will reimburse the travel expenses for the Council chair and vice chair to attend the annual council meeting; other sponsoring institution representatives bear the travel expenses for attendance.

5.6 DOE, DOE Contractors or Other Federal Employees

Because ORAU has limited ability to authorize travel for DOE employees, employees of other government agencies, or full-time employees of other DOE cost-type contractors, it is imperative to clarify two points before arranging to cover travel expenses for them: (1) the employment status of the individual who, while in travel status, will provide assistance to ORAU and (2) what costs ORAU will be expected to cover (e.g., travel only or travel, salary, overhead, or fee).

5.6.1 DOE Employees

ORAU cannot reimburse DOE employees for travel expenses incurred. When ORAU requests a DOE employee to travel, the individual must arrange for DOE to authorize the travel and cover the travel expenses with DOE funds.

However, if a DOE employee is authorized to perform outside activities on a personal basis as an independent contractor, ORAU can reimburse the travel expenses to the individual. In order to do so, the individual must secure and furnish a copy of the specific DOE authorization to provide the specific assistance to ORAU under an approved outside activity. ORAU then issues a letter of invitation to the individual and can reimburse the travel expenses directly to the individual.

5.6.2 Employees of Other Federal Agencies

When ORAU requests an employee of a federal agency (other than DOE) to travel, the initial requirement is to determine whether the individual will be providing the services or traveling while he/she is an employee of his/her agency or as an independent contractor where the employing agency has authorized the individual to perform private outside activities. After this has been determined, one of three arrangements is appropriate:

Arrangement 1 (preferred): the federal employee has received advance approval from their agency to have an independent contractor arrangement and to accept direct reimbursement for travel expenses. ORAU then coordinates the travel costs.

Arrangement 2: the federal agency does not allow the employee to be reimbursed directly, so the federal employee's travel is authorized by an In-Kind Letter. Airfare/rail, lodging, and meals are direct billed to ORAU. The traveler is responsible for the payment of all travel costs not prepaid by ORAU and the employing agency covers the cost of the individual's services. It is the federal employee's responsibility to check with their agency to claim allowable expenses not direct billed to ORAU.

Arrangement 3: the agency rejects both the procedures above; the federal employee's travel is authorized by a purchase order. The traveler is responsible for the initial payment of all travel and lodging cost and the agency is required to invoice ORAU.

5.6.3 DOE Contractor Employees

The decision on how to handle the travel arrangements and subsequent travel expenses must be made by the employing contractor, who has the following arrangements:

Arrangement 1: furnish the individual at no cost to ORAU due to the contractor's programmatic interest in the proposed activity. In this case, no formal arrangement between ORAU and the employing contractor is necessary.

Arrangement 2: invoice ORAU for the individual's services and for the travel expenses. In this case, the individual's travel expenses would be determined under the employer's DOE-approved travel policy. The appropriate organizational unit shall prepare and submit a purchase requisition to Procurement Services, which will issue the appropriate memorandum purchase order.

Arrangement 3: furnish the individual at no cost, and bill ORAU for the travel expenses. The appropriate organizational unit shall prepare and submit a purchase requisition or memorandum purchase order to Procurement Services. In some cases, the employing contractor might agree to furnish the individual at no cost but require that ORAU reimburse the traveler directly for the travel costs. In such a case, the contractor must stipulate this in writing to ORAU, and the individual must agree to reimbursement on the basis of *ORAU's travel policy*.

Arrangement 4: agree that ORAU will make the travel arrangements on behalf of the contractor employee and pay the provider directly. In this case, no memorandum purchase order is needed unless the employing contractor will be billing ORAU for miscellaneous travel expenses. In such a case, the appropriate organizational unit shall prepare and submit a purchase requisition to Procurement Services for any miscellaneous travel expense not paid directly to the provider.

Arrangement 5: approve the individual's application to travel as an independent contractor. ORAU must have written confirmation of the contractor's approval for outside employment. In such a case, see Subcontractor Travel on how to proceed with reimbursement.

5.7 Subcontractor Travel

If ORAU is expected to cover more than travel expenses for a subcontractor, ORAU Procurement Services should be consulted. If only travel expenses are to be covered, prior to travel, all anticipated exceptions to the ORAU Travel Policy must be included in writing with the subcontractor's travel authorization.

The travel authorization shall include the following:

- Dates of official travel,
- Business reason for travel,
- Specific itinerary, including departing city, destination, and return city (for international travel see Foreign Travel section),
- Travel expenses to be reimbursed by ORAU (e.g., transportation only or transportation, lodging, and M&IE) as well as the lodging ceiling and M&IE rate for the locality or localities to be visited,
- When non-ORAU travel is combined with ORAU travel the terms and costs must be agreed to in advance and Procurement Services should be consulted,
- Specific authorization and justification if a rental car is to be used,
- Statement that the traveler will be reimbursed in accordance with the *ORAU Travel Policy*. See Summary of Travel Reimbursement Guidelines (located on Shortcuts, Programs, Travel Office),
- Purchase order and release number, and
- The claim for reimbursement shall be submitted on a Travel Expense Statement located on Shortcuts under Forms.

Purchase orders with an organization may stipulate that travel expenses are to be reimbursed based on that organization's travel policy. However, this arrangement is feasible only if DOE has approved that organization's policy as applicable under a DOE contract arrangement.

5.8 Reviewer, Invited Speakers, and Other Travel

The program shall issue a travel authorization in writing or by email to the traveler prior to departure; see Sample Authorization Letter (located on Shortcuts, Programs, Travel Office). The authorization must include the following information:

- Dates of official travel,
- Business reason for travel,
- Specific itinerary, including departing city, destination, and return city,
- Travel expenses to be reimbursed by ORAU (e.g., transportation only or transportation, lodging, and M&IE) as well as the lodging ceiling and M&IE rate for the locality or localities to be visited,
- If applicable, reason a rental car is necessary,
- Statement that the traveler will be reimbursed in accordance with the *ORAU Travel Policy*, and

- Copy of the *Summary of Travel Reimbursement Guidelines* (located on Shortcuts, Programs, Travel Office)

The claim for reimbursement shall be submitted on the Travel Expense Statement form (located on Shortcuts, under Forms).

5.9 Travelers with Special Needs

Travelers with special needs may be reimbursed for the following expenses that are a direct result of a special need:

- Transportation and M&IEs incurred by a family member or other attendant who must accompany the traveler to make the trip possible.
- Specialized transportation to, from, and/or at the temporary duty location.
- Specialized services provided by a common carrier to accommodate a special need.
- Costs for handling baggage.
- Renting and/or transporting a wheelchair.

5.10 Third Party Billings and Payments

Travelers may accept direct payments from a third party for their travel expenses, provided such payment is furnished to ORAU to reduce the total travel costs. This method is not preferred and should be used only where procedures for invoicing the third party cannot be arranged. When direct payment is necessary, all arrangements shall be outlined in the pre-approval authorization request comments box. In certain cases, direct payment may be made to the traveler in lieu of reimbursement. When direct payment is received, the amount must be noted on the travel expense report in comments.

Accounts Payable will process an invoice to bill a third party for travel expenses. To request a third party billing, the traveler shall complete the Travel Billed to Third Party form located on Shortcuts, under Forms and submit it to Travel Services.

5.11 Combining Personal and Business Travel

Travelers may combine official and personal travel. When a traveler decides to combine personal travel with business travel, the traveler:

- Exercises special care not to seek reimbursement for expenses that could be construed as personal. Program funds cannot be used to reimburse personal expenses or prepay items that include personal expenses.
- Willingly assumes the financial risk that the business portion of the trip may be cancelled at any time. Only costs directly related to the business portion will be reimbursed.

In accordance with DOE O 551.1D, for foreign travel requiring DOE approval, travel may be granted on a two business days to one personal day (2:1) ratio. Travel days to and from business location will be considered business days.

Paid Time Off (PTO) must be taken for personal travel in conjunction with official travel or when the traveler chooses a mode of transportation or route that is not the most expeditious or not in the best interest of ORAU/the government.

When combining official and personal travel, the following general rules apply:

- The primary purpose of the travel must be business. Personal travel must be incidental to the business requirement.
- Travel approval and the basis for reimbursement must be established prior to the time of travel.
- Unless an exception request is approved prior to travel, lodging, M&IE, and other associated travel costs will not be paid for locations other than the city of business.
- The cost to ORAU cannot exceed what the cost would have been had there been no personal travel involved.
- Any cost savings due to personal travel cannot be used to offset unallowable or unauthorized business expenses.
- Travel time shall not exceed the time that would have been taken on the most direct route.
- ORAU's employees' liability coverage is effective only during official business travel.
- Due care should be taken when visiting local attractions during travel status as personal injuries that occur may limit the traveler's ability to perform the function that originally required the travel.
- A cost comparison must be completed prior to the start of the trip (see the Cost Comparison section below).

5.12 Periods of Leave While in Travel Status

Paid Time Off (PTO) will be required if the traveler is not actually working or has chosen a mode of transportation or route that is not the most expeditious. If PTO is greater than half of the daily working hours, no M&IE will be allowed for that day. A traveler is considered to be in travel status on non-workdays except when they are returning to their official station or place of residence.

If the traveler's scheduled time off is interrupted to conduct business, any costs that result from cancelling the personal plans will be reimbursed.

5.13 Consecutive Trips

If a traveler has two consecutive business trips and the time between the two trips is 48 hours or less, two cost comparisons will be completed if the traveler requests to stay rather than return home between business trips. Otherwise, the traveler is expected to return to his/her duty station after the completion of the first trip. The total cost for the two round trips will be compared to the cost of remaining in travel status. If the cost to remain in travel status is less and is approved by the manager, the traveler is not required to return to his/her duty station before departing for the second business trip.

5.14 Time and Travel Costs

Non-exempt employees on official travel count time in transit to and from the out-of-town location as work time. Exempt employees record all "productive hours" worked while in official travel status; travel time in transit will be recorded to the extent employees do not exceed their normally-scheduled work hours for that day.

When an employee is traveling on ORAU business, the employee's time should match the project/task that was charged for the travel costs unless a written justification is provided. In such case, a statement must be made on the pre-approval authorization request or travel expense report. For more information see HR- 700.

EXAMPLE: Exempt Employee – Daily Scheduled Work Hours (8)

Travel Hours	Productive Hours while Traveling	Productive Hours before/after Travel	Timesheet	Description of hours recorded on timecard
5	3	6	9	Total productive hours (3+6) exceed daily scheduled work hours (8) – Record only total productive hours
4	3	1	5	Total productive hours (3+1) are less than daily scheduled work hours (8) – Record productive hours plus travel hours not previously accounted for (4-3)
4	2	1	5	Total productive hours (2+1) are less than daily scheduled work hours (8) – Record productive hours plus travel hours not previously accounted for (4-2)
9	8	8	16	Total productive hours (8+8) exceed daily scheduled work hours (8) – record only total productive hours
9	0	0	8	Total productive hours (0) are less than daily scheduled work hours (8) – Record only travel hours not previously accounted for up to daily scheduled work hours

6.0 COST COMPARISONS

A cost comparison shall be completed and approved prior to travel for the following:

- When business and personal travel will be combined into one trip.
- Traveler intends to drive more than 350 miles one way.
- Traveler is combining two consecutive trips and desires to remain in travel status instead of returning to his/her duty station.

An airfare simulation must be obtained on the same day of ticketing and reflect the lowest available airfare to meet the business needs when combining business and personal travel.

Employees must use the ORAU contracted travel agency or the travel agency's online booking tool. Nonemployees may use another source for the simulation, but this is not the preferred method. The simulation must be included with the pre-approval authorization request.

Only same day of ticketing information will be accepted.

If not provided the cost of the airfare will be split between ORAU and traveler based on the number of days.

EXAMPLE

Total number of days: 10 Business days: 7 Personal days: 3
ORAU would pay 70% and traveler would pay for 30% of the cost of the airfare.

6.1 Business and Personal Combined

When combining official and personal travel, the cost comparison must be included with the pre-approval authorization to ensure that the personal travel will not add any cost to the trip. The traveler will be solely responsible for all additional costs incurred due to combining personal and business travel.

EXAMPLE

Conference in Washington, DC, begins Tuesday morning and ends Thursday at noon. Traveler is leaving from Oak Ridge and wants to return Saturday morning.

Airfare simulation: official business only = \$500 with personal added = \$800

Cost	Business Only	Proposed
Airfare	500	800
M&IE	200	200
Lodging	600	600
Rental Car	100	150
Airport Parking	50	50
TOTALS	1,450	1,800

Traveler will owe \$350 for the difference (\$300 airfare plus \$50 for extended rental car cost).

6.2 Authorization for Use of Private Owned Vehicle (POV) for Mileage over 350 Miles

A cost comparison must be approved in advance of travel if the traveler elects to drive more than 350 miles one way. Travel costs will be reimbursed based on simulated air travel calculations. The traveler will charge additional travel time as PTO.

EXAMPLE

Traveler is driving 400 miles one way:

	AIR TRAVEL	POV
Airfare	\$ 350	\$ 0
Taxi	50	0
Airport parking	50	0
POV mileage*	20	400
	\$ 470	\$ 400

In this example, traveler will be reimbursed for the full cost of the travel via POV.

* POV mileage under Air Travel is round trip to/from the airport;
mileage under POV is round trip to/from destination(s).

A cost comparison is not needed if a justification exists for the use of a POV in lieu of air travel. For example, traveler is hosting a seminar that requires transporting boxes of training materials. In such cases, the pre-approval authorization request should reflect the use of a POV with reimbursement of full travel expenses while the employ is in travel status. The justification must be included on the pre-approval authorization request comparison tab in the comments box.

7.0 MODES OF TRANSPORTATION

7.1 Commercial Airline Carriers

Travel by commercial airlines is limited to the lowest priced airfare to meet the business requirements. If possible, the airline ticket should be purchased at least seven days in advance in order to receive the advance ticket pricing offered by the airlines.

Exceptions may be made when other airline accommodations are the only ones reasonably available to meet the necessary mission requirements or when the lowest available airfare would result in:

- Circuitous routing,
- Travel during unreasonable hours (between 10:00 p.m. and 6:00 a.m.),
- Greatly increased duration of the flight,
- Increased costs that would offset the airfare savings, or
- Inadequate accommodations for the traveler's medical needs.

Manager justification is required to purchase refundable coach tickets. Contractors, such as ORAU, are not eligible for government contract airfares.

7.2 Premium Class Tickets

Written justification must be submitted to a level 1 or level 2 approver prior to purchasing premium class airline accommodations. Employees who require premium-class accommodations for medical reasons must submit a medical justification from a physician to Occupational Medicine for review. A nonemployee must submit a medical justification from a physician to the approver for review without disclosing protected health information (PHI). All premium-class tickets must be approved by a Level 1 approver if the approval was not obtained in advance.

Approval of premium-class tickets will be granted if one of the following criteria is met:

- *Coach-class accommodations not available* on regularly scheduled flights between the authorized origin and destination points (including connection points). The traveler provides documentation from an approved travel agency.
- *No space available in coach-class accommodations* on any scheduled flight in time to accomplish the purpose of official travel, which is so urgent that the schedule cannot be adjusted.
- *Travel by a traveler with a disability* that is substantiated in writing by a competent medical authority without disclosing protected health information (PHI) must be submitted.
- *Security purposes or exceptional circumstances* that make its use essential to the successful performance of the mission.
- *Overall cost savings* to ORAU based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while traveler is awaiting availability of coach-class accommodations.
- *Acceptance of payment from a third party.*
- *Travel (including stopovers and change of planes) in excess of 14 hours* when travel is direct between authorized origin and destination point, and either the origin or destination point is outside the continental U.S. (OCONUS). In this instance, the traveler will not be eligible for a rest stop en route or a rest period on arrival at the final destination.

7.3 Changes and Cancellations

When changes occur while the traveler is in travel status, an explanation of additional charges must be included in the comments box of the travel expense report. These additional costs should be considered before changing a ticket and will only be reimbursed if made for a business reason.

If the trip is cancelled completely, the travel must be cancelled in the Travel System *and the travel agency must be notified*. The travel agency will handle the cancellation of the airline ticket or any partially-used tickets and make the necessary refunds of the airline ticket or track tickets that can be used for future travel. If the traveler does not notify the travel agency to cancel the ticket, the value of the ticket may not be recovered and the traveler may be responsible for the cost of the ticket. If a nonemployee traveler does not utilize the ORAU contracted travel agency to purchase the ticket, the value of the ticket will only be reimbursed if the traveler certifies in writing that they will not use the ticket for non-ORAU travel.

7.4 Baggage

ORAU will reimburse the traveler if the airline carrier charges for checking the first bag or for a carry-on bag. Some carriers will not charge for the first bag but will charge for each additional checked bag. If an adequate business reason is provided in the comment field on the travel expense report, ORAU will reimburse the traveler for additional baggage charges (for example, the second bag contained meeting materials or an additional bag was needed due to length of trip).

Most carriers have a weight and size limit per bag, and there is an additional charge for each bag over the limit. The traveler is responsible for checking with the airline(s) prior to departure to determine the baggage charges, weight limits on baggage, and other charges that may be imposed at check-in. These additional charges will only be reimbursed if there is a sufficient business need to support the cost.

If baggage charges exceed \$75, a receipt must be provided. Costs associated with lost baggage will not be reimbursed by ORAU.

7.5 Wireless Internet Access on Aircraft

If there is an adequate business reason for the use of the airline's wireless service while the traveler is on the plane, this cost will be reimbursed.

7.6 Seat Upgrades and Seat Assignments

The least expensive seat assignment fee will be reimbursed when required by the airlines to reserve a seat. Upgraded or preferred coach seating (often referred to as coach elite, coach plus, preferred coach, or other identifier) is a traveler's personal choice and is not a reimbursable cost. A seat upgrade may be authorized if a justification is submitted with a sufficient business reason. Employees submit justification to Travel Services or if for medical reason to Occupational Medicine. Nonemployees submit justification to the approver without disclosing any protected health information (PHI) if justification is for a medical reason.

7.7 Exchanging a Nonrefundable Ticket

Typically, nonrefundable tickets can be exchanged for a new ticket by paying a ticket exchange fee. Some major airlines will also allow name changes to the ticket for a fee. The traveler and the approver should consider the increased cost before deciding to exchange a ticket before or during travel.

7.8 Airport Security Memberships

Individual membership fees associated with airport security fast pass programs will not be reimbursed.

7.9 Airline Delays

It is the traveler's responsibility to check flight status 12-24 hours in advance. The major U.S. airline carriers have filed "conditions of carriage" with the U.S. Department of Transportation that describe what the individual airline will do for airline delays, cancelled flights, or stranded passengers. When delays occur, the traveler should work directly with the airline to reissue the ticket, waive any change fee, or obtain a refund. The ORAU contracted travel agency can only inform the traveler of alternate routes to help them negotiate with the airline for potentially better flights.

Conditions of carriage do not apply in the event of force majeure events like weather, strike, labor disputes, civil commotions, war, government regulation, airport being closed, fuel shortage, or acts of God. Specific language varies by airline, and a copy of conditions of carriage can be obtained from the airline's website. A copy can also be obtained from the airline carrier's ticket counter.

7.10 Retention of Voluntary Payments

Travelers who voluntarily give up their airline seats may retain the payment(s) received from the airlines. Additional expenses beyond those normally incurred must be offset against the payment received by the traveler. Travelers are expected not to voluntarily give up their reserved seats if doing so would impinge on the performance of official duties. PTO must be taken for any additional hours in travel status as a result of voluntarily giving up a seat during official duty hours.

7.11 Denied Boarding Compensation

If the traveler is denied boarding and compensated, this is considered liquidating damages, and must be remitted to ORAU. PTO will not be required for the additional travel time.

7.12 U.S. Fly America Act

Airline ticket costs charged to federally-funded programs for travel to and from foreign countries or between foreign countries must meet all of the requirements of the U.S. Fly America Act.

ORAU's contracted travel agency ensures that airline reservations are compliant with the Fly American Act and that the traveler will not be responsible for any part of the ticket. (See Exhibit 2 for more information and exclusions to the Fly America Act including the Open Skies Agreement.)

If a U.S. flag air carrier is not available it must be documented by completing the Certification for Use of a Non-U.S. Flag Air Carrier for Federally Funded Travel form located on Shortcuts, under Forms and submitting it to Travel Services in advance of travel.

The justification for the use of a non-U.S. carrier must be included on the pre-approval authorization request. Convenience or cost savings are not sufficient justification.

7.13 Chartered Flights

Rented or chartered aircraft may only be used when unusual circumstances render the use of rented or chartered aircraft more economical, efficient and/or practical than travel by commercial flights. A statement justifying the use of rented or chartered aircraft must be included on the pre-approval authorization request and approved by level 2 personnel or above. In all cases, the total costs of rented or chartered aircraft shall not exceed the costs of the same itinerary using commercial airfare and must be documented. The *ORAU travel policy* will provide coverage for accidents occurring during the use of a rented or chartered aircraft unless:

- An ORAU employee is acting as the pilot or a member of the crew;
- The aircraft does not have a certificate of airworthiness;
- The pilot does not have a valid license;
- The aircraft is being used for a non-covered purpose (including, but not limited to: firefighting, aerial photography, racing, endurance tests, acrobatics, an operation which requires a special permit from the FAA); or
- The aircraft is being rented or leased by ORAU for more than 10 days straight or more than 15 days in a year.

See *ORAU Policy and Procedure*, GP-170 or contact ORAU Procurement Services for guidance regarding chartering a plane for a group.

7.14 Personally Owned Aircraft

The use of a personally owned aircraft will not be authorized for travel unless approved by level 2 personnel or above on a case-by-case basis. Reimbursement for mileage and tie-down fees for personal aircraft will be reimbursed at the General Services Administration (GSA) rate (see U.S. General Services Administration (GSA) website), or the commercial airfare equivalent, whichever is less. Receipts for associated expenses must be attached to the travel expense report.

7.15 Rail or Bus

Transportation charges for bus and rail service will be reimbursed to the extent that the charges do not exceed the lowest available airfare. A simulation shall be obtained from the travel agency when cost is greater than \$200 to compare the cost of the rail or bus transportation to the cost of an airline ticket. The use of business class train, such as the Acela, or an upgraded or preferred coach seat is a traveler's personal choice. These costs will only be reimbursed if no coach-class accommodations are reasonably available on a train that is scheduled to leave within 24 hours of the proposed departure time, or scheduled to arrive within 24 hours of the proposed arrival time. A seat upgrade may be authorized if a justification is submitted with a sufficient business reason to Travel Services or medical reason to Occupational Medicine. Nonemployees must provide a justification to the approver.

7.16 Vehicles

7.16.1 Privately Owned Vehicles (POVs)

When using a POV for business, the reimbursable mileage rate covers all costs associated with the operation of the vehicle, including insurance against liability or loss. POV mileage will be reimbursed in excess of the usual commuting expenses. *ORAU accepts no liability for incidents/accidents that may arise*

from the use of a POV. The costs for parking and tolls will be reimbursed. Fines for traffic violations are the responsibility of the traveler.

Reimbursement for an authorized POV will be at the GSA mileage rate, (see U.S. General Services Administration (GSA) website) based the mileage calculated using a tool such as MapQuest or Google Maps (within 10% variance). Exceptions may be granted based on sufficient justification.

Intercity mileage includes only those miles driven to accomplish official business within the locale of the business destination and must be identified separately.

When a POV is shared by two or more official travelers, only the traveler owning the vehicle will be reimbursed for mileage in accordance with the rate outlined above.

Reimbursement is allowed for mileage to and from the airport and for the actual cost of long-term parking for the duration of the trip. When the traveler is transported to the airport and picked up at the airport upon return from travel, mileage for two round trips and short-term parking will be reimbursed in lieu of parking costs for the duration of the trip.

7.16.2 Use of POVs within a 50-Mile Radius of the Official Duty Station for Business

POVs may be used for pre-approved official travel within a 50-mile radius of the official duty station when business needs require frequent and recurring travel between work stations and a government or corporate vehicle is unavailable. This does not include commuting from home/personal residence to a duty station.

Requests for reimbursement must be approved by level 5 personnel or above and submitted to Accounts Payable by the traveler monthly. Details should include the following: name of traveler, dates traveled, mileage incurred, destination of travel, purpose, and a statement that a government vehicle was not available for use. Mileage reimbursement should be requested on the Mileage Reimbursement form located on Shortcuts, under Forms and will be based on odometer readings or a mileage calculation tool.

7.16.3 Use of POVs for Local Travel to Business Meetings or Training

If the mileage to/from a local meeting or local training is greater than the mileage to commute to/from home to work ORAU will reimburse the additional mileage. The reimbursement for mileage should be requested on the Mileage Reimbursement form located on Shortcuts, under Forms.

EXAMPLE

A traveler normally drives 40 miles round trip to/from work. The traveler attended a 1 day business meeting and drove 65 miles round trip to attend the meeting. The traveler can be reimbursed for 25 miles (65 miles minus their 40 mile regular daily commute).

See Local Travel section for more information.

7.16.4 Official Vehicles (Government and Corporate)

Requests for use of a government or corporate vehicle shall be submitted within 48 hours of travel to the vehicle custodian or FTD/RPR Fleet Management. This will allow vehicles to be scheduled for requested dates submitted. If vehicles will be utilized over night for out of town business use, the

employee must submit to FTD/RPR Fleet Management the “Request for Government Vehicle to be parked at Residence Form” located on Shortcuts under Forms, *prior to leaving*.

Government vehicles in ORAU custody shall be used only for travel authorized in connection with work under the ORISE contract. Government vehicles shall not be used for transportation of nonofficial passengers (see *ORAU Fleet Management Policy FM-300* for additional information). Fines for traffic violations are the responsibility of the traveler.

7.16.5 Government and Corporate Vehicle Credit Cards

For government vehicles, a Wright Express (WEX) Fleet Services credit card has been assigned to each vehicle to be used for the purchase of gasoline, oil, tire repairs, battery service, etc., and may be obtained from the appropriate vehicle custodian. Receipts for any necessary service or repair to vehicles should be submitted to the FTD/RPR Fleet Management Office.

For corporate vehicles, an ORAU credit card (PCard) is used for corporate owned and leased vehicles and may be obtained from the vehicle custodian. This card is used to purchase gasoline and services for corporate vehicles only and must not be used for rental cars or any other non-ORAU vehicle. Receipts for any necessary service or repair to vehicles should be submitted to the vehicle custodian.

7.17 Ground Transportation—Taxis, Limos, Intercity Buses, Subways, Courtesy Transportation

Costs of ground transportation will be reimbursed. Receipts must be submitted for fares of more than \$75. Limousine service can be utilized if the service is a private car, large sedan, van, or other means of multiple- passenger transportation. The cost of this service shall be less than or equal to the cost of a taxi service. Reasonable tips proportionate to the cost of ground transportation will be reimbursed. The tips should be claimed as ground transportation and itemized separately. Courtesy transportation furnished by hotels should be utilized to the maximum extent possible between the place of lodging and the airport. Prudent tips for courtesy transportation will be reimbursed.

Claims will be itemized on the travel expense report (e.g., taxi to/from hotel is \$50; metro to client’s office is \$6).

Ground transportation will not be reimbursed for personal cost. This includes the cost of transportation to obtain a meal or to purchase personal items.

7.18 Rental Vehicles

A rental vehicle may be authorized over other means of transportation if it is approved in advance of travel. When planning a trip, the traveler should consider the location of the business and accessibility of restaurants, etc., as well as availability of public transportation. Public transportation includes shuttle service, taxis, bus service, subways, etc., and can be less expensive than renting a vehicle.

All reservations for rental vehicles shall be made through the ORAU authorized travel agency or through the contracted rental agency or their available online booking tools. Employees must use these contracted vendors and nonemployees are encouraged to use them in order to obtain the discounted rates plus Driver Protection and Liability Insurance that is provided to ORAU (this is only available at no additional cost for vehicles rented in the US and Puerto Rico).

Travelers are to use the least expensive compact car available (or a midsize car at a rate equal to that of a compact car). A justification to rent a vehicle must be included in the pre-approval authorization request (e.g., official business destination is in an area where no public transportation is available or the traveler will be transporting boxes of meeting materials and/or equipment). The approver will review the justification and determine if the use of the rental vehicle is required. Rental vehicle authorization shall not be determined because of personal preference or minor inconveniences to the traveler. Justification for the rental of a vehicle that is not compact (or midsize with an equivalent rate), such as an SUV or full-size car must be included in the pre-approval authorization request (e.g., a full-size car is necessary to transport three or more ORAU travelers attending the same meeting or an SUV is necessary to transport equipment).

Rental of alternate fuel vehicles will be reimbursed if the cost of the vehicle is comparable to the cost of renting a compact car.

If the traveler is in travel status and the need arises for a rental vehicle, a justification must be included in the comments box of the travel expense report, and travel expense report approval will be required. The approver must review the justification and determine if the use of the rental car was required.

7.18.1 Costs Associated with Rental Vehicles

Certain costs will be handled as follows:

- Actual costs (i.e., rental charge, gasoline, parking, and toll charges) will be reimbursed. Car rental receipts exceeding \$75 must be submitted with the travel expense report. If the traveler returns a rental vehicle after business hours, a copy of the rental agreement from the rental agency is an acceptable receipt.
- Prepaid refueling options will not be reimbursed (paying for a full tank of gas before driving off) sometimes known as Fuel Service Option (FSO) or Fuel Purchase Option (FPO).
- A global positioning system (GPS) will not be reimbursed unless a justification (that includes the business purpose and the estimated cost of the GPS), is determined to be sufficient by the approver.
- A satellite radio will not be reimbursed.
- Charges to obtain frequent flyer mileage points will not be reimbursed.
- The cost to unlock a vehicle if the keys are accidentally locked in the vehicle will not be reimbursed.

ORAU will not be responsible for claims incurred while the rental vehicle is being used for personal travel; a traveler is fully responsible for all costs arising from an accident during personal use.

7.18.2 Authorized Drivers

It is the responsibility of the traveler in whose name the vehicle is rented to determine the requirements of the rental agency at the time the vehicle is picked up and to control the use of the vehicle. Individuals who are not listed as authorized drivers with the rental agency shall not drive the vehicle.

7.18.3 Underage Drivers

ORAU will reimburse rental fees charged for drivers under the age of 25.

7.19 Fines and Traffic Violations

Fines and traffic violations are the responsibility of the traveler in whose name the vehicle is rented.

7.20 Insurance

Travelers who reserve a car using ORAU's preferred rental car provider are provided Driver Protection and Liability Insurance for vehicles rented in the US and Puerto Rico while on ORAU business. The ORAU-issued travel card includes additional coverage when used to book eligible rental cars while the vehicle is in the possession of an authorized driver.

US and Puerto Rico travelers will not be reimbursed the cost of insurance but may want to purchase collision damage or similar coverage if they do not book through the ORAU preferred rental car provider, and use a personal credit card that does not provide rental car insurance, pay cash for the rental vehicle, or do not have personal automobile insurance.

Foreign nationals who are required by the rental agency to take out insurance at the rental counter, with the exception of personal accident insurance, will be reimbursed for the rental vehicle insurance.

Questions regarding insurance coverage should be directed to the General Counsel's office.

7.21 Personal Use of Rental Vehicles

If the traveler plans to use the rental car for personal business, the request for shared use must be indicated in the comments box on the pre-approval authorization request. The traveler must keep records regarding the dates, mileage, and gasoline purchased for personal use and reduce the applicable portion from the trip expenses.

Based on the records maintained, the cost of the rental vehicle and gasoline will be prorated between business and personal use. ORAU will reimburse only that portion of the cost incurred for official travel.

The following are examples of how to prorate rental vehicle and gasoline charges when a rental vehicle is used for personal use:

Rental Proration Formula

Daily rate = total rental charge divided by total number of days rented
(Number of business day's × daily rate) = total allowable reimbursement

EXAMPLE

Six (6) rental days (2 are personal and 4 are business)	
Invoice states: 6 days × \$30/day =	\$180.00
Tax =	\$ 20.00
Gasoline including fuel tax =	\$100.00
TOTAL	\$300.00
Calculation: Divide Total by 6 days	\$ 50.00
Business days (4 x \$50)	\$200.00

Total reimbursement **\$200.00**

Note: If a weekly rate applies, the personal and business days must be prorated even if the weekly rate decreases the daily rate.

Gasoline Proration Formula

Total gasoline receipts divided by total rental vehicle miles = amount per mile
Amount per mile × business miles = total reimbursable

EXAMPLE

Total gas receipts = \$15.00 (Total rental vehicle miles = 100)

$\$15.00 \div 100 = \0.15 per mile and the Business miles were 80

Total reimbursement = $\$0.15 \times 80 =$ **\$12.00**

8.0 PER DIEM —LODGING AND MEALS AND INCIDENTAL EXPENSES

8.1 Lodging

Lodging facilities must meet the requirement of the Hotel/Motel Fire Safety Act of 1990 (Public Law 101-391) which states facilities must have smoke detectors and sprinklers (for more information and a list of approved hotels visit the U.S. Fire Administration website).

ORAU has tax exemption in several locations, and travelers should make every effort to present the lodging facility with the appropriate tax exemption form upon or before check-in. Most hotels will not honor the sales tax exemption if the lodging is paid with a personal credit card which includes the ORAU issued travel card. Certificates of Exemptions can be found on Shortcuts, Programs, Financial Operations, under Forms and General.

The actual cost of lodging up to the ceiling for the locality, as established by GSA and published in the Federal Travel Regulations, will be reimbursed.

Domestic per diem rates may be found on the GSA's website. Foreign per diem rates may be found on the U.S. Department of State's website.

Note: The domestic lodging ceiling does not include applicable taxes. The foreign lodging ceiling does include applicable taxes and laundry costs.

If a trip is 50 miles or less, the travel is considered local travel and lodging will not be reimbursed (see Local Travel section).

If weekly or monthly rates are charged, the daily lodging rate is computed by dividing the total lodging cost by the number of days of occupancy. The daily lodging rate should not exceed the ceiling for the locality. Cleaning fees associated with long-term lodging are allowable. Other costs will be evaluated and reimbursed on a case-by-case basis. See section on Long-Term Lodging (over 30 days) for more information.

Travelers may be asked by the hotel to provide documentation that the traveler is entitled to the government rate at check-in. ORAU employees may use a letter from the DOE contracting officer (found on Shortcuts, Programs under Travel Office) or their ORAU badge for this purpose. The DOE badge shall not be used for this purpose.

8.1.1 Repetitive or Continuing Lodging Costs

Approval by DOE or an applicable contracting officer will be required if it becomes necessary for ORAU to exercise the authority to reimburse travel expenses based on the actual cost basis on a repetitive or continuing basis for a particular locality. These situations will be reviewed on a case by case basis for extenuating circumstances such as a disaster area or national emergency.

8.1.2 Apartment or Condominium

The traveler may choose to stay in an apartment or condominium instead of a hotel or other lodging facility. The traveler and ORAU manager should agree to the reimbursement in advance of the travel. The nightly rate, including fees, should be less than or equal to the lodging ceiling for the locality.

8.1.3 Staying with Family or Friends

The traveler will be reimbursed for reasonable costs incurred by and paid to the host. A signed receipt from the host acknowledging the arrival date, departure date, and dollar amount received for lodging costs must be submitted to receive reimbursement. The host's name, address and contact information should be included on the receipt. The traveler will not be reimbursed for the cost of comparable conventional lodging in the area or a flat token amount. The nightly rate should be less than or equal to the lodging ceiling for the locality.

8.1.4 Staying at the Traveler's Personal Residence

The traveler will not be reimbursed for any lodging costs or receive an M&IE allowance if the traveler stays in their personal residence while in travel status.

8.1.5 Lodging Waivers

Authorization for reimbursement must be given in advance of travel for the actual and necessary lodging costs, up to 175% of the GSA maximum rate for the lodging location. Lodging costs above 175% of the applicable M&IE allowance must be approved by a level 2 Approver.

The level 2 Approver or ORAU President may authorize or approve reimbursement for actual expenses (lodging and/or M&IE), up to 300% of the applicable M&IE allowance. The lodging waiver information, including a compelling justification, should be included on the pre-approval authorization request.

For travel processed outside of the travel system, use the Lodging Waiver Request form located on Shortcuts, Programs, under Travel Office.

It is the traveler's responsibility to request a lodging waiver that was not approved prior to the beginning of travel. The lodging waiver request for reimbursement must be included on the travel expense report. The lodging waiver must state the reason the lodging waiver was not submitted prior to travel and justification for the costs over the GSA ceiling.

8.1.6 Guaranteed Hotel/Motel Reservations

In general, hotels and motels will not accept a guaranteed reservation in the name of a company. The guarantee must be in the name of an individual. An individual without the ORAU issued travel card must use his/her personal card to guarantee reservations. An authorized travel agency may make the reservations but will need the traveler's personal credit card number and expiration date to do so. The travel agency will obtain a confirmation number and advise the traveler of the hotel's cancellation policy.

Travelers who make their own reservations for hotel/motel accommodations are cautioned to check the GSA lodging ceiling rate for the city of lodging (see above mentioned websites for locating per diem tables), the hotel cancellation policy, the hotel compliance with the Hotel/Motel Fire Safety Act of 1990.

8.1.7 Cancellation Fee

The traveler is responsible for knowing the hotel's cancellation policy. If the traveler incurs a cancellation fee due to a sound business reason, and an appropriate justification is included on the

travel expense report, the cost will be reimbursed. If the traveler simply fails to cancel the reservation, the cost will not be reimbursed.

8.1.8 Hotel Parking

Hotel parking will be reimbursed. Valet parking and tips will only be reimbursed if there is no other parking available.

8.1.9 Safe Charges

Safe charges will only be reimbursed for a sound business reason and if appropriate justification is included on the travel expense report.

8.1.10 Early Check In and Late Checkout Fees

Early check in and late checkout fee will not be reimbursed unless there is a sound business reason and if an appropriate justification is included on the travel expense report. Using the room to store luggage is not a justification for incurring a late checkout fee.

8.1.11 Internet Connection Fee

The use of the hotel's internet service will be reimbursed if there is a sound business reason and if appropriate justification is included on the travel expense report.

8.1.12 Hotel Staff Tips

Hotel staff tips will not be reimbursed. The M&IE rate includes an amount for incidentals which include tips for hotel staff services.

8.1.13 Long-term Travel Lodging Expenses

When an employee's assignment involves a stay in excess of 30 days at one location, the per diem rate will be reduced to no more than 55 % of the applicable per diem rate for the locality.

Actual lodging costs or 55 % of the lodging ceiling for the location will be reimbursed. An exception may be granted if it is determined that lodging cannot be obtained at a reduced cost either through weekly or monthly rentals of a hotel/motel room, extended stay facility, or apartment. Additionally, the employee must work with Travel Services to ensure that the requirements of ORAU Off-Site Assignment Policy TR-106 (on Shortcuts under Policies and Procedures) are met.

8.2 Meal and Incidental Expenses (M&IE)

The M&IE allowance is provided to cover the costs of meals and other miscellaneous expenses not identified as directly reimbursable. Fees and tips to porters, bellhops, and other hotel staff are included in the M&IE rate. ORAU will reimburse M&IEs as follows: (1) three-quarter day M&IEs for first day of travel; (2) three-quarter day M&IEs for last day of travel, regardless of beginning and ending times of travel; and (3) one full day each for remaining days of M&IEs. M&IEs will be based on the rate for the lodging locality as established by GSA.

The applicable rate for the day of departure will be based on that evening's lodging locality or the city of business, if no lodging is required. The applicable rate for the day of return will be based on the rate for the preceding day's lodging locality or the city of business, if no lodging is required.

When a trip is 50 miles or less, M&IE will not be reimbursed unless the traveler's official business exceeds 12 hours. Then the travel must be reported in the Travel System and 75% of the M&IE (reduced by any provided meals) will be reimbursed for each day.

Domestic M&IE allowances may be found on the GSA's website and Foreign M&IE allowances may be found at U.S. Department of State's website.

8.2.1 Meal Deductions

Meals must be deducted from the M&IE allowance on the travel expense report when the cost of a breakfast, lunch, or dinner (including food cards or wristbands) is paid under some other arrangement, such as when it is included in a conference registration fee, paid by a third party, or furnished by the government. This does not include a complimentary meal provided to all guests by a lodging facility.

The meal deduction is required if a meal is provided but the traveler elects not to eat it. However, if a justification based on a medical or religious reason for not eating the meal is included on the travel expense report, the meal deduction is not required.

Domestic meal deductions are established by GSA and can be found on the General Services Administration (GSA) website. Foreign meal deductions are established by U.S. Department of State and can be found on their website under Office of Allowances, Per Diem Rates. For meals provided on the day of departure and the last day of travel, you must deduct the entire allocated meal cost from the decreased M&IE rate.

8.2.2 Extra Charge for Official Meal or Banquet

If an official meal (banquet) with a speaker or other presentation that is business related is scheduled as part of the meeting/conference and there is an extra charge over and above the registration fee, the cost of that meal is reimbursable. However, the M&IE for that day will be reduced by the meal deduction amount for the location. An explanation of the cost must be on the travel expense report including supporting documentation and a receipt.

8.2.3 Meals While Staying with Family or Friends

The traveler may receive an M&IE allowance while staying with family or friends, but must deduct any meals provided.

8.2.4 Meals While Staying at the Traveler's Personal Residence

M&IEs will not be paid to the traveler when the traveler stays at his/her personal residence.

8.2.5 Transportation to/from Places Where Meals Are Taken

Taxi, bus, other transportation and parking expenses to/from places where meals are served is not reimbursable unless a sound business reason and appropriate justification is included on the travel expense report.

8.2.6 Long-term Travel M&IEs

When a travel assignment involves a stay in excess of 30 days at one location, the per diem rate will be reduced to no more than 55 % of the applicable M&IE rate for the locality.

When kitchen facilities are included in the lodging or rental costs or when meals are otherwise available at a reduced cost, the M&IE rate will be 30% of the M&IE rate for the locality.

8.2.7 Domestic M&IE Rates

M&IE rates for the continental U.S. (CONUS -48 contiguous states and the District of Columbia) do not include room taxes, laundry, dry cleaning, and pressing charges. These expenses may be claimed separately. Consult the General Services Administration (GSA) website for a list of domestic M&IE rates and laundry allowances.

8.2.8 Foreign M&IE Rates

Reimbursement for lodging while the traveler is on official foreign travel shall be within the lodging rates as established by the U.S. Department of State for the localities to be visited. Because rates change frequently, when a foreign trip is planned, U.S. Department of State website, Foreign M&IE allowances should be consulted to obtain the current rates for the localities to be visited.

Laundry and dry cleaning expenses are part of the incidental portion of the M&IE rate for foreign and non-foreign (OCONUS) areas and may not be claimed as a separate expense.

If the traveler departs from a U.S. duty station and arrives at the foreign destination the same day and lodging is required for that evening, the M&IE rate for the lodging location will be three-fourths the daily rate. If the traveler departs from a U.S. duty station and is en route at midnight or no lodging is required for the evening of the departure day, the rate for the departure day will be reimbursed at the foreign locality rate.

The M&IE rate for the departure day from the foreign locality shall be three-fourths the daily rate for the lodging location for the previous night if the traveler arrives at the home duty station on the same day. If the traveler is en route at midnight or if lodging is not required at the foreign location on the departure day, the rate for the "arrival day" will be reimbursed at the foreign locality rate.

9.0 FOREIGN TRAVEL

Foreign travel is defined as travel (whether wholly or partially on official business) from the U.S. (including Alaska, Hawaii, the Commonwealth of Puerto Rico, the Northern Mariana Islands, and the territories and possessions of the U.S.) to a foreign country and return or travel between foreign countries.

- Foreign travel must be approved by personnel levels 1–3.
- Travelers and managers must consider the health, safety, and security risks associated with the foreign travel.
- Managers must provide foreign travelers with the ORISE or ORAU Foreign Travel Guidelines available on the ORAU Travel Office website.
- Occupational Medicine can provide information regarding immunizations and health risks.
- Travelers and managers should visit the Centers for Disease Control and Prevention website for information regarding health concerns.
- Safeguards and Security can provide information regarding safety, security, and laptop use.
- For information regarding safety and security, travelers and managers should visit the U.S. Department of State website.
- Information regarding U.S. Embassies and Consulates can be found on the USEmbassy.Gov website.

The funding source needs to be determined and approval needs to be obtained before any foreign travel is initiated. If ORISE foreign travel, the funding source approval must be included with the Request for Approval of Foreign Travel (RAFT) available on the Forms website.

The ORAU employee's manager is responsible for notifying all appropriate offices, specifically the Occupation Health office, this includes corporate travel and employee-participants.

9.1 Passports

Employees or other travelers on behalf of ORAU must use regular passports and are not permitted to use "official passports." Travelers are responsible for obtaining their own passports but the cost of obtaining or renewing a passport for official travel will be reimbursed on the travel expense report. Ongoing passport renewals will be reimbursed based on mission requirements. No reimbursement will be allowed for the renewal of a general passport not connected with an official foreign trip approved by ORAU or for an application submitted in anticipation of a future trip that is not subsequently approved by ORAU. The traveler should make a copy of the passport and take the copy when traveling to a foreign country. For more information regarding passports, travelers and managers should visit the U.S. Department of State's website.

9.2 Visas

The traveler is responsible for obtaining or renewing the appropriate visa for the countries to be visited. The visa should not expire within six months of the departure date of the trip. The traveler should make a copy of their passport with the visa stamp and take the copy when traveling to a foreign country. For visa information visit the U.S. Department of State's website.

9.3 U.S. Fly America Act

See U.S. Fly America Act and Open Skies Agreement (Exhibit 2) and the U.S. Fly America Act section of this travel manual for information regarding the policy for international flights. Airfare for foreign travel that is not reserved through the ORAU contracted travel agency must be approved by the Program Director and may cause a delay in the approval process.

9.4 Rest Periods (Layover/Stopover)

If the travel origin and/or destination are outside the U.S. (OCONUS) and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours and a premium-class ticket was not purchased, the traveler is eligible for a rest stop en route or a rest period on arrival at the final destination. The rest period will not exceed 24 hours.

9.5 ORISE Foreign Travel

Programs operating under the ORISE contract with the Department of Energy (DOE) must adhere to the requirements in DOE Order 551.1D. DOE requires foreign travel to be reported for any person, including foreign nationals, whose salaries and/or travel expenses will be funded either wholly or partially by DOE. This includes travel funded by non-DOE (Strategic Partnership Projects) for which the traveler represents DOE or conducts business on behalf of the U.S. Government (see table below).

Traveler is ...	Then ...
Traveling under DOE-SC funding (salary or expenses)	Travel is entered into the FTMS and approved by DOE-OSO or DOE-HQ.
Traveling under DOE funding (salary or expenses) from a DOE funding source other than SC	Travel is entered into the FTMS and approved by the DOE program office that is funding the activity.
Traveling under SPP funding and the traveler (1) represents DOE or (2) conducts business on behalf of the U.S. Government (this includes ORAU employees and employee participants).	Travel is entered into FTMS and approved by DOE-OSO or DOE-HQ.
Traveling under SPP funding and the traveler is not (1) representing DOE or (2) conducting business on behalf of the U.S. Government. This category can include non-employee research participants engaged in an educational/training/developmental experience).	Not considered ORISE foreign travel Not entered into the FTMS Not considered "official foreign travel". Will be handled by ORAU in accordance with ORAU's corporate processes for foreign travel. (See the ORAU Foreign Travel Guidelines on the FinOps Travel Services web site)

A complete and accurate RAFT must be submitted in the FTMS to Travel Services at least 30 days prior to the departure date, unless exigent circumstances exist.

The initial RAFT should include:

- an accurate itinerary,
- all required information requested on the RAFT, and
- an accurate cost estimate.

Any changes to the original RAFT information should be communicated to Travel Services immediately using the Foreign Travel Change Request Form.

Re-approval by DOE is required when substantial changes are made either before or after final approval. Substantial changes include but are not limited to the addition of one or more countries or a change in trip sensitivity from non-sensitive to sensitive.

A notification e-mail will be submitted to the traveler once the RAFT has been routed for approval. Once DOE approval and Country Clearance has been granted, the traveler will be notified.

In addition to the traveler obtaining DOE approval, the travel must be entered and approved in the ORAU Travel System or authorized on a purchase order or letter of invitation.

9.5.1 DOE Foreign Travel Order 551.1D Requirements

These DOE requirements apply to all employees and nonemployees on ORISE official foreign travel, including participants, reviewers, and subcontractors.

- Coordinate the review of official foreign travel as necessary with Safeguards and Security and/or DOE for export control, technology concerns, counterintelligence, and security when the traveler has an SCI clearance or the trip is for official DOE business.
- Ensure the traveler is traveling on a carrier that has been licensed by the Federal Aviation Administration's International Aviation Safety Assessment program Category 1 countries or those countries that have implemented International Civil Aviation Organization's safety standards.
- Consult with export licensing offices at the Department of Commerce, State, Energy and Treasury, and the Nuclear Regulatory Commission, as appropriate to ensure compliance with U.S. export laws and regulations applying to specific foreign travel requests.
- Receive country clearance from the U.S. Embassy in the country or countries to be visited before the start of the travel.
- Comply with pre-briefing requirements. A pre-briefing is conducted at the discretion of DOE Office of Intelligence and Counterintelligence before the start of travel if the travel is to a sensitive country and/or the travel is interacting with sensitive country foreign nationals regardless of the destination country and regardless of whether the traveler holds a security clearance. A foreign national is considered to be from a sensitive country if he/she is a citizen of a sensitive country or is employed by the government or an institution of a sensitive country.
- Comply with debriefing requirements. A traveler must provide debriefings, as appropriate, upon return by and at the discretion of the DOE Office of Intelligence and Counterintelligence if the travel was to a sensitive country and/or the travel is interacting with sensitive country foreign nationals regardless of the destination country and regardless of whether the traveler holds a security clearance.
- Coordinate with emergency response personnel to provide briefings to appropriate offices/officials as requested upon return from travel.

- Consider the travel risk and employee safety regarding travel including airline carriers and short-term medical and evacuation coverage to all countries. The cost of medical/evacuation coverage will be reimbursed to non-employees.
- Check with Occupational Health and/or the Department of State website to ensure awareness of safety and health issues of the country to be visited.
- Ensure required visas are obtained. It is the traveler's responsibility to obtain required visas.
- Adhere to the Department of State's training requirements for overseas travel. Required training may include the High Threat Security Overseas (HTSO) seminar, the Foreign Affairs Counter Threat (FACT) training, etc.
- Work with the Responsible Program Secretarial Offices or the NNSA Deputy Administrator for review, approval, and submission to the Department of State if an official or diplomatic passport is required. (This requirement does not typically apply to ORISE foreign travel.)
- For conference attendance, upload into the FTMS a copy of the conference agenda and presentations, where applicable.
- The appropriate paperwork (i.e. Granted country clearance, letter of invitation) must be provided to the DOE Responsible Program Secretarial Officer for subcontractors who are traveling for an organization other than DOE or ORISE.

Travelers staying in country 30 or more days may require a medical clearance.

Unclassified subjects/topics are identified in existing federal regulations governing export control as well as by DOE, and involve information, activities, and/or technologies that are relevant to national security

Travelers who hold or have previously held an access authorization (Q clearance) and propose to travel to a sensitive country in a personal status are required to submit a RAFT to fulfill their previously agreed on security responsibilities. This requirement is for security purposes only. For safety purposes the traveler should register the trip with the Department of State.

The traveler must not depart on foreign travel until officially informed by Travel Services that the travel has been approved by DOE. Any trip taken without DOE approval requires justification and must be reported to Travel Services immediately. Travel Services will notify the director of FinOps, the CFO and the President of unauthorized travel.

A full copy of DOE Foreign Travel Order 551.1 D can be found at https://www.directives.doe.gov/directives-documents/500-series/0551.1-BOrder-D-chg2_min-rev

9.5.2 FTMS Trip Closeout Requirements

All trips must be closed out in the FTMS within 60 calendar days of the traveler's return date. Classified information is not to be included in trip reports. If the trip concerns a classified subject area, a review of the report by a derivative classifier is required.

9.5.3 Sensitive Countries

Countries may appear on the sensitive country list for reasons of national security, nuclear nonproliferation, regional instability, threat to national economic security, or terrorism support. A list of sensitive countries is maintained in the FTMS. For more information, contact Travel Services.

9.5.4 Country Clearance Cable

The electronic country clearance cables (eCC) are official government messages transmitted by the U.S. Department of State Communication Center to U.S. embassies and selected USG agencies overseas. The eCC is a mechanism to inform the ambassador of personnel conducting official business in his/her assigned country to help ensure the safety and security of personnel engaged in official foreign travel. In the event of an emergency, the ambassador has the responsibility of locating and assisting government personnel in his/her assigned country. Travel Services will obtain a country clearance from the U.S. Embassy in the country to be visited prior to departing to that country.

10.0 LOCAL TRAVEL

If the trip is less than 50 miles one way, the travel is considered local travel and lodging or M&IE will not be reimbursed unless the traveler is traveling more than one day to a local site. Lodging and M&IE cannot be reimbursed for local travel without an approved exception on a case by case basis if the situation is warranted. However, if the traveler will be on official business for 12+ hours, the travel must be reported in the Travel System and 75% day for M&IE (reduced by any provided meals) will be reimbursed.

11.0 TRAVEL EXPENSE REPORT PROCEDURES (DOMESTIC AND FOREIGN TRAVEL)

Travelers are expected to accurately report official travel expenses. If travel expenses are questioned, the burden of proof rests with the traveler to prove the validity of the expense and that the expense was necessary to conduct the official business. Fraudulent claims against ORAU will result in appropriate disciplinary action, which may include dismissal and prosecution.

A claim against ORAU as a USG contractor is forfeited if the claimant attempts to defraud the USG in connection with official travel (28 U.S.C. 25 14). In addition, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the USG (18 U.S.C. 287 and 1001).

Individual requests for travel expense reimbursement should be submitted on a travel expense report. There are some special arrangements (i.e., purchase order, relocation, etc.) that require expenses to be processed outside of the Travel System. Receipts for materials (i.e. extension cords, office supplies, etc.) and other non-travel items purchased must be submitted for reimbursement on a Payment Request Form available on Shortcuts under Forms, to AP. These items remain the property of the sponsor and must be returned to the program upon completion of travel.

The traveler must submit travel expenses within 10 days after return from travel.

When changes occur while the individual is in travel status, an explanation of the changes must be included in the travel expense report comments box.

The traveler will be notified of any balance due when the final travel expense report is processed. If a traveler receives a notice stating that money is due to ORAU, he/she has five days to repay. Payment arrangements may be made for later settlement (such as notification that the traveler is out of town) by contacting Accounts Payable. Payroll or stipend deductions may be utilized when the repayment becomes delinquent.

If there are items on a travel expense report that require additional information, these items may be deducted, and a partial expense statement will be processed. A supplemental reimbursement will be processed when the deducted expenses have been resolved.

If no deviations from the pre-approval authorization request occur during travel and the actual expenses are within \$200 of the estimated costs, then no travel expense report re-approval is required.

All unusual circumstances encountered during travel should be fully explained and documented on the travel expense report.

12.0 MISCELLANEOUS COSTS ASSOCIATED WITH TRAVEL

12.1 Telephone

Reimbursement of telephone calls will be approved on a case-by-case basis. A written explanation must be included in the travel expense report comments section.

12.2 Care of a Dependent

If a traveler incurs expenses to care for a dependent due to traveling, these expenses will not be reimbursed.

12.3 Kennel Fees

Kennel fees and/or boarding costs will not be reimbursed.

12.4 Reproduction, Printing and Copier Costs

Reproduction, printing or copier costs will not be reimbursed as a travel expense and must not be submitted on a travel expense report. These costs must be handled through the Government Printing Office (GPO) Express card in accordance with the ORAU Printing Policy COM-205.

13.0 RECEIPTS

Receipts shall be electronically scanned and submitted with the electronic travel claim. Receipts must be submitted for the following: (1) Airfare; (2) Lodging; (3) Registration fees not paid by AP; (4) any other miscellaneous expense over \$75; and/or (5) All items authorized on an actual-cost basis. Receipts must be legible and contain who was paid, the date, the total amount and how it was paid (i.e., cash or credit card). It is the traveler's responsibility to keep their original receipts for up to one year.

13.1 Missing or Lost Receipts

In the event that a receipt is lost or was not received, the traveler shall be responsible for providing acceptable verification of the amount to be reimbursed. In the absence of acceptable verification, the traveler will not be reimbursed. The approver may authorize an exception to this policy in writing to a Level 2 approver.

13.2 Receipts in a Foreign Currency

A printed conversion sheet for each expense claimed must be submitted with the travel expense report. Oanda Currency Converter should be used to convert foreign currency to U.S. dollars (see the Oanda.com website).

Procedures for using this website are as follows:

- 1) Select the Converter tool.
- 2) Enter the amount to be converted.
- 3) Enter the date the transaction occurred.
- 4) Choose the currency to be converted. Choose country.
- 5) Choose the United States as country amount to be converted to.
- 6) Click on down arrow beside the interbank rate box and choose 2% typical credit card rate.

Commissions on conversion of foreign currency are considered to be miscellaneous expenses and are reimbursable items.

14.0 RELOCATION

ORAU's relocation policies are based on FAR 31.205-35, Relocation Costs. Relocation benefits may be subject to federal income tax. Consult the Internal Revenue Service publication 551, Moving Expenses, for information regarding relocation benefits.

14.1 Regular Employees

14.1.1 Relocation

Relocation expenses may be paid for exempt employees. Relocation expenses may be paid for nonexempt employees designated as critical and if approved by the VPHR. Amounts reimbursed will not exceed actual expenses. Relocation costs covered may include:

- Employees moving themselves, their families (i.e., spouse and dependents living in the household), their household furniture, and their effects to the assigned work location.
- One house-hunting trip for the employee and/or spouse
- Living expenses for the employee and their immediate family who live with them while housing arrangements are being finalized.
- Employee travel expenses when the employee precedes the family to the new location or who returns home to assist the family at the time of the move.

The location from which the individual moves must be 50 miles or more one way from the work location. Household move expense statements will not be reimbursed after one year from the date of employment or transfer.

30 days of lodging per family and 30 days of M&IE per each family member is the maximum allowable. Exceptions must be preapproved by the VPHR.

When related to reimbursable house hunting or relocation travel expenses, the M&IE allowances will be computed as follows:

- The per diem for en route relocation travel (between the travelers old and new official stations) and temporary lodging allowance will be at the GSA standard CONUS rate (the per diem amount that is applicable for all U.S. locations that do not have a stated rate) see applicable FTR Per Diem Bulletins available on the Internet at U.S. General Services Administration (GSA) website. For temporary lodging, ORAU advises travelers to secure long-term discounted rates in cities where the cost of living is high.
- When the spouse is traveling alone, the M&IE rate will be the same as that provided to the employee.
- When the spouse accompanies the employee, 75% of the M&IE rate will be approved.
- For dependents 12 years of age or older, 75% of the M&IE rate will be approved.
- For dependents fewer than 12 years of age, 50% of the M&IE rate will be approved.

M&IE and lodging allowances during relocation begin when the movers arrive to pack and load the household goods and end when the unloading at the new location is completed.

The maximum weight of household goods that may be commercially transported or stored is limited to 18,000 pounds net weight and up to 60 days of temporary storage. The number of pickups will be limited to two trips, with the total weight not to exceed the maximum weight allowance. Insurance

coverage is provided by the commercial carrier and included in the carrier's established moving rates and any additional insurance purchased will not be reimbursed.

In lieu of a move by a commercial carrier, moving expenses may include the cost of rental trailers and/or trucks, related moving and packing equipment and supplies, mileage charges, gasoline for the rental truck, and an additional amount per mile will be calculated based on the current GSA relocation mileage rates as stated in the FTR. Average daily travel distance is expected to be 350 miles. The most direct route will be reimbursed. Mileage reimbursement for up to two POV may be approved. Prior approval is required for alternative transportation. POV mileage will be calculated based on current GSA relocation mileage rates as stated in the FTR.

Miscellaneous costs (up to \$5,000) incidental to relocation may be reimbursed with prior approval of respective program/department director. Receipts must be provided for miscellaneous costs over \$75. These costs include other necessary and reasonable expenses normally incident to relocation, such as disconnecting and connecting household appliances, automobile registration, driver's license and use taxes, forfeited utility fees and deposits, and purchase of insurance against damage to or loss of personal property while in transit.

For more information concerning commercial moves review the *Standard Inbound Moving Assistance Guidelines* located on Shortcuts, Programs, under Travel Office.

14.1.2 Outbound Relocation

The 1990 U.S. Immigration Act requires employers who dismiss a foreign national employee from an H-1B position prior to the end of the authorization term to pay reasonable travel expenses for the employee to return to his/her home country.

For ORAU corporate work, contact the Contract Administration office for any special requirements included in the applicable contract.

14.1.3 Refund Requirements

New hires and transferred employees who resign within 12 months of hire or transfer date will be required to refund to ORAU all relocation, moving, and travel costs that were reimbursed.

14.1.4 Supplemental Relocation Benefits

Supplemental benefits are provided for new hires or transferred employees who were homeowners at the time of hire or transfer. Eligibility is limited to transferees and exempt new hires Grade 12 or above. Transfers should be to off-site locations at the request of ORAU for a period of not less than one year. Benefits are extended on approval of the respective program/department director.

Supplemental benefits include home selling and purchase expenses.

Home selling expenses include:

- Costs incidental to the disposition of the actual residence owned by the transferring employee (such as brokerage fees, legal fees, appraisal fees, points, and finance charges).
- Continuing costs of ownership of the vacant former actual residence being sold (such as maintenance of building and grounds (exclusive of fixing-up expenses), utilities, taxes, property

insurance, and mortgage interest) after the settlement date or lease date of a new permanent residence.

- Reimbursed costs may not exceed 14% of the home's selling price.

Home purchase expenses include:

- Costs incidental to acquiring a home in the new work location (such as appraisal fee, preparing conveyances, notary fees, and recording fees).
- Reimbursed costs may not exceed 5% of the home's purchase price.

Home selling unallowable costs include:

- Loss on sale of home.
- Continuing mortgage principal payments on a residence being sold.
- Costs incidental to furnishing equity or equity loans or making arrangements with lenders to obtain lower-than-market-rate mortgage loans.

Home purchasing unallowable costs include:

- Real estate brokers' fees and commissions.
- Costs of litigation.
- Real and personal property insurance against damage or loss of property.
- Mortgage life insurance.
- Owner's title policy insurance when such insurance was not previously carried by the employee on the old residence.
- Property taxes and operating or maintenance costs.
- Costs incidental to furnishing equity or equity loans or making arrangements with lenders to obtain lower-than-market-rate mortgage loans.

14.1.5 Lease Terminations

Lease termination expenses are reimbursed to transferees. Approval of the respective program/department director is required. Reimbursement will be for actual lease termination costs, penalties, or forfeiture payments, provided the lease existed at the time of notification by ORAU of the impending transfer. The costs must be itemized (list all expenses separately) and the amount of the claimed expenses may not exceed the actual use value of the property leased for the period of the contract. The lessee should make a reasonable attempt to reduce the cost of such lease termination expenditures based on circumstances.

14.1.6 Temporary Relocation

For temporary relocation up to 12 months to and from a temporary assignment location, relocation expenses may be paid for exempt employees. Relocation expenses may be paid to nonexempt employees designated as critical and if approved by the VPHR. M&IE and lodging allowances on moves shall begin at the time of departure and will end on arrival of the employee at the ORAU work location. An additional three days of M&IE may be granted while the employee is seeking temporary housing. Temporary relocation expenses for such employees will be limited to 500 pounds of personal effects. The location from which the individual moves must be 50 miles or more one way from the work location.

Transferred employees who resign within 12 months of hire or transfer date to the temporary assignment site may be required to refund to ORAU all relocation, moving, and travel costs that were reimbursed.

14.1.7 Exceptions and Extensions

Exceptions and extensions required by the hiring manager must be approved by the VPHR. Relocation for full-time temporary employees may be considered on a case-by-case basis.

14.2 SAWD Postdoctoral Participant Employees

Benefits are the same as detailed in the Relocation section under regular employees, and require SAWD written approval. Exceptions must be preapproved by SAWD.

Exhibit 1 Additional Travel Information may be accessed from Shortcuts, ORAU Operations, under Travel Office section:

TRAVEL FORMS AND DOCUMENTS

Certification for Use of a Non-U.S. Flag Air Carrier
Definition and Determination of a Conference
DOE Travel Letter
Lodging Waiver Request Form
ORAU Foreign Travel Guidelines
ORAU U.S. Bank Travel Cardholder Agreement
ORAU U.S. Bank Travel Cardholder Application process
ORISE Foreign Travel Guidelines
ORISE RAFT Change Form
Request for Approval of Foreign Travel (RAFT)
 Single Destination
 Multiple Destinations
Sample Travel Authorization Letter
Scanning and Submitting Travel Receipts Job Aid
Standard Inbound Moving Guidance
Summary of Travel Reimbursement Guidelines
Supplement Travel Expense Statement Form
Travel Billed to Third Party
Travel Expense Certificate
Travel Policy on the Policies and Procedures Web site (has information on Off-Site Assignments)

Exhibit 2 U.S. Fly America Act and Open Skies Agreement

U.S. Fly America Act

This act states that any air travel financed by U.S. Government (USG) funds must be on a U.S. flag air carrier (this includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations) when the ticket or documentation for an electronic ticket identifies the U.S. flag air carrier's designator code and flight number.

The airline ticket must be booked with the U.S. carrier's two-digit flight code in order to be compliant with the U.S. Fly America Act. The ticket cannot be ticketed with a non-U.S. carrier's two-digit flight number simply because the non-U.S. carrier has a code-share arrangement. An example of a compliant ticket is DL 1234 (Delta flight number 1234). An example of a noncompliant ticket is LH 1234 (Lufthansa flight number 1234), even if Lufthansa has a code-share arrangement and the flight is actually operated by a U.S. carrier.

The following justifications for use of a non-U.S. flag carrier are allowable:

- Use of U.S. flag carrier service would not accomplish DOE's mission, and a foreign flag air carrier is deemed necessary. A full explanation is required.
- For travel between a gateway airport in the U.S. and a gateway airport abroad, service by U.S. flag air carrier is not considered available if
 - 1) The gateway airport abroad is the traveler's origin or destination airport and the use of U.S. flag air carrier service would extend the time in travel status by 24 hours more than travel by a foreign flag air carrier or
 - 2) The gateway airport abroad is an interchange point, and the use of U.S. flag air carrier service would require the traveler to wait six hours to make connections at that point, or delayed departure from or accelerated arrival at the gateway airport in the U.S. would extend time in a travel status by six hours more than travel by a foreign flag air carrier.
- For travel between two points outside the U.S. passenger service by a U.S. flag air carrier is not considered to be reasonably available if
 - 1) travel by a foreign flag air carrier would eliminate two or more aircraft changes en route;
 - 2) one of the two points abroad is the gateway airport en route to or from the U.S. and the use of a U.S. flag air carrier would extend the time in a travel status by at least six hours more than travel by a foreign flag air carrier, including accelerated arrival at the overseas destination or delayed departure from the overseas origin, as well as delay at the gateway airport or other interchange point abroad; or
 - 3) the travel is not part of the trip to or from the U.S. and the use of a U.S. flag air carrier would extend the time in a travel status by six hours more than travel by a foreign flag air carrier.
- A U.S. flag air carrier is not available. This must be documented in writing. The Certification for Use of a Non-U.S. Flag Air Carrier for Federally Funded Travel form is available on Shortcuts, Programs, under Travel Office and should be completed and submitted to Travel Services *in advance* of travel.

A gateway airport is the airport from which the traveler last embarks/debarks en route to or from the U.S. or at which the traveler first debarks/embarks incident to travel to or from the U.S.

The justification for the use of a non-U.S. carrier must be included on the pre-approval authorization request. Convenience or cost savings are not sufficient justification.

In the event that a non-U.S. carrier ticket was purchased and one of the above exceptions does not apply, the reimbursable amount will be calculated based on total air miles ticketed on U.S. carriers. The Web Flyer website's mileage calculator (www.webflyer.com) will be used to determine the air miles for each leg of the trip.

EXAMPLE

Total air miles = 2,500 Total ticket price = \$1,775

Total air miles for segments ticketed on a U.S. carrier = 1,000 Percentage of total allowed = $1,000 / 2,500$ or 40%

Dollar amount allowed = $\$1,775 \times 40\%$ or \$710

Open Skies Agreement

An exception to the above requirement, commonly referred to as the "Open Skies Agreement", is transportation provided under a bilateral or multilateral air transportation agreement to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

For example, the Open Skies Agreement between the United States (US) Government and the European Union (EU) gives Community (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hellenic Republic (Greece), Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, United Kingdom) airlines the right to transport passengers and cargo on scheduled and charter flights funded by the US Government, including transportation provided to or for a foreign country or international or other organization without reimbursement, when the transportation is between a point in the United States and any point in a Member State or between any two points outside the United States except when:

- Transportation is between points for which there is a City-Pair contract fare (visit GSA website under City Pairs Program and Airline City Pairs) in effect for air passenger transportation services, or
- Transportation is obtained or funded by the Secretary of Defense or the Secretary of a military department.

In addition to the US-EU Open Skies agreement, air transport agreements have been made with Australia, Switzerland, and Japan that allow Federal employees to use foreign airlines under certain circumstances.

Approval for travel using the Open Skies Agreements must not be granted without the Travel Manager verified that the chosen airline is a member of the Open Skies Agreement.

Note: For ORISE foreign travel, all nonemployee foreign travel, including that of Subcontractors, Reviewers, Speakers, and Others must receive DOE approval prior to the departure of the traveler if the travel meets criteria of the DOE Foreign Travel Order 551. Project managers must provide a copy of the *ORISE Foreign Travel Guidelines* located on Shortcuts, Programs under Travel Office, to all nonemployees who will be traveling to a foreign country or between two foreign countries. See section ORISE Foreign Travel in this manual for more information.