



ORAU Corporate Participant Travel Guidance

May 2025

The following travel guidance is derived from the ORAU Travel Manual (TR-105, Attachment 1), and is applicable to ORAU corporate research participants/fellows.

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ACRONYMS

ATM	Automated Teller Machine
CONUS	Continental U.S. (48 contiguous states and the District of Columbia)
FAR	Federal Acquisition Regulations
GPS	Global Positioning System
GSA	General Services Administration
M&IE	Meal and Incidental Expense
OCONUS	Outside the Continental U.S.
ORAU	Oak Ridge Associated Universities
POV	Privately Owned Vehicle
TC	Travel Certificate
USG	U.S. Government

GLOSSARY OF TERMS

Traveler – any ORAU corporate participant who is involved in approved travel.

Concur – ORAU’s travel system.

Travel Request – a form that must be completed in Concur by the traveler, and approved prior to travel departure.

Travel Expense – a form that must be completed by the traveler to request reimbursement for travel costs.

ORAU Program Point of Contact – the traveler’s point of contact in his/her ORAU program office.

Concur Travel Module – a reservation booking system for travelers to reserve and book their own travel arrangements.

ORAU Travel Approver – the ORAU program representative who approves the traveler’s travel request and expense report.

1.0 PURPOSE

ORAU will reimburse travelers for necessary and reasonable travel expenses associated with official travel. The purpose of the Corporate Participant Travel Guidance Manual is to provide guidelines for determining reasonable reimbursement and to establish the procedures for authorizing travel and providing reimbursement. The following guidelines are applicable for travel required under and charged to ORAU corporate projects.

There are some instances in which corporate contracts will be negotiated with different travel reimbursement guidelines. In those instances, the individual contract requirements will determine the basis for reimbursement.

The Corporate Participant Travel Guidance attempts to be comprehensive, to anticipate as many scenarios as possible, but travelers may still experience situations not addressed in the manual. Situations that arise and are not covered by this manual should be discussed in advance with the approver. If possible, unusual circumstances or exceptions to the established ORAU Travel Policy must be fully explained, submitted in writing, and approved in writing by the appropriate approver prior to travel and documented on the expense report.

2.0 RESPONSIBILITIES

2.1 *Traveler*

The traveler is responsible for the following, when at all possible:

- Complying with all applicable policy and/or guidelines specified in this manual.
- Considering the most cost-effective methods for accomplishing official business, such as using email, mail, or teleconferencing, instead of travel.
- Initiating the Travel Request and securing the necessary approvals prior to incurring any travel-related expenses.
- Verifying the Travel Request cities and dates match the travel booked. If the destination or dates change prior to departure a new Request may be required.
- Verifying the confirmed rates with hotels and rental car agencies during travel.
- Completing and submitting the expense report and required documents for reimbursement within 10 days of completion of travel.
- Exercising good business judgment with respect to any travel expenses.
- Considering personal safety when making travel arrangements.
- Verify all cancellations are completed (e.g. airfare, hotel, rental car) when a business trip is cancelled.

2.2 ORAU Travel Approver

The approver is responsible for the following, when applicable:

- Complying with applicable policy and guidelines specified in this manual.
- Verifying prior to request approval that funds are available for travel, the purpose for travel is necessary, and all information is complete and correct on the request.
- Verifying prior to expense report approval that all travel costs are appropriate within the specific program contract requirements.
- Assuring that the most cost-effective methods for conducting official business, such as using email, mail, or telecommunications, instead of travel, are considered.

2.3 Financial Operations

Financial Operations (FinOps) Travel Services 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 agency services and an on-line booking tool for hotel and transportation reservations.
- Coordinating travel and resolving problems with travel services providers.
- Administering the company travel credit cards.
- Auditing foreign and domestic travel reimbursements to ensure allowability with Federal Travel regulations and ORAU Travel policy within 10 days of submission in Concur.

Financial Operations (FinOps) Accounts Payable is responsible for the following:

- Coordinating and reconciling all accounting related to travel.
- Issuing payments which include cash advances, advance payment of registration fees, hotel deposits and travel reimbursements.

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 and benefit of the travel
- Time the traveler would be away from normal duties
- Safety and risk

4.0 SERVICES PROVIDED TO TRAVELERS

4.1 Travel Reservations

ORAU has a contracted travel agency to handle the normal travel functions, including reservations for airlines, hotels, and rental vehicles. Participants are encouraged to use the ORAU contracted travel agency for airline, hotel, and rental vehicle reservations, but it is not required for domestic travel.

All foreign travel airline tickets must be purchased through the ORAU authorized travel agency.

ORAU does not pay agency/booking fees when using a third-party vendor for travel, even if the cost is lower.

4.2 Travel Advances

If needed, the traveler should request a cash advance as part of the travel request process in the Travel System. No cash advance will be issued for less than \$50. Cash advances will generally be limited to an amount equal to the anticipated meal and incidental business expenses (M&IEs) for the travel period, however the payment of registration fees, lodging costs and/or estimated business expenses are also allowed to be requested as an advance.

Travelers receiving advances must account for all travel expenses by submitting a completed expense report and the required receipts.

After the expense report is reviewed, if the amount of the advance exceeds the total reimbursable expenses, repayment of the amount due is required to be paid back to ORAU via the secure Cashier's link or stipend deduction.

If the trip is cancelled, the full amount of the advance is due immediately upon cancellation of the trip. The repayment, in full or in part, may be subject to deduction (stipend payment). Cash advances for future trips may be denied if repayment is delinquent.

5.0 TRAVEL AUTHORIZATION PROCEDURES

If possible, travel must be authorized prior to a traveler incurring any travel expense. Business 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 begins 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 their residence.

Careful attention must be given to the completion of all items on the Travel Request. The Travel Request has been designed to cover the usual travel elements; however, unusual circumstances may arise that are not specifically covered by the Travel Request. In such cases, a detailed explanation must be included in the Travel Request. The dates and locations on the request must match your reservation.

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 business travel prior to its completion because of incapacitating illness/injury or personal/family emergency, the Program manager or delegate should review the reasons to determine whether to reimburse any additional cost incurred due to the change.

5.1 Travel Certificates

ORAU reimburses only transportation expenses for certain research participants, like summer programs. The travel shall be authorized in writing. The authorization must include the traveler's name, transportation type, and transportation cost.

The traveler submits the TC to the program issuing the travel authorization letter. The program will review the TC for completeness and verify the requested reimbursement covers only the authorized transportation expenses. The program office will resolve any problems or 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, travel must be authorized and the expenses submitted using the Travel System.

5.2 Travelers with Special Needs

Travelers may be reimbursed for the following expenses that are directly attributed to a documented special need:

- Transportation, lodging, 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 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.
- Specialized dietary requirements.

Travelers must obtain prior approval from Occupational Health for any special needs required to travel.

5.3 Combining Personal and Business Travel

When a traveler decides to combine personal travel with business travel, the traveler must:

- Exercise 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.

- Assume 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.

When combining business and personal travel, the following rules apply:

- A cost comparison must be completed prior to the start of the trip (see Cost Comparison section 6.0 below).
- 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 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. A cost comparison must be included showing the cost of business only travel.
- 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.

5.4 Consecutive Trips

If a traveler has two consecutive business trips and the time between the two trips is 48 hours or more, two cost comparisons will be completed if the traveler requests to stay rather than return home between business trips. 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 or is approved by the Program Manager or delegate, the traveler is not required to return to their official work site before departing for the second business trip.

6.0 COST COMPARISONS

A cost comparison must 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 their primary work site.
- Travel by an indirect route, including stopovers, for personal reasons.
- An alternate departing or ending location from their primary work site.

NOTE: Please check with Travel Services or ORAU's contracted agency to obtain an appropriate cost comparison.

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. Comparison should be from the same source that

airfare was purchased.

The Comparison must show the full itinerary compared and the date that it was obtained.

It is recommended that the traveler use the ORAU contracted travel agency or the travel agency's online booking tool. The traveler may use another source for the simulation, but this is not the preferred method. The dated simulation must be included with the expense report.

Only same day of ticketing information will be accepted.

If a simulation from the same day of ticketing is not provided with the expense report, the cost of the airfare will be split between ORAU and traveler based on the number of days, if additional days are added. If the deviation includes non-business departure or return location, traveler risks not being reimbursed for the full amount. Only a portion of the ticket will be reimbursed.

Driving over 350 miles each way will be capped at 700 miles without a cost comparison.

6.1 Business and Personal Combined

When combining business and personal travel, the cost comparison must be included with the expense report 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 of Calculation for personal versus business travel NOT an example of Cost Comparison:

Conference begins Tuesday morning and ends Thursday at noon. Traveler 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 Privately 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, or at a maximum of 700 miles, whichever is lower. 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, the 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, the traveler is hosting a seminar that requires transporting boxes of training materials. In such cases, the Travel Request should reflect the use of a POV with reimbursement of full travel expenses while the traveler is in travel status. The justification must be included on the Travel Request.

When requesting use of (POV) for Mileage over 350 Miles (One Way) for medical reasons, a medical justification from a physician must be submitted to a Request Approver for review without disclosing protected health information (PHI). Receipt of the medical justification should be documented in the Request by a Request Approver.

7.0 MODES OF TRANSPORTATION

7.1 Commercial Airline Carriers

Travel by commercial airlines is limited to the lowest priced airfare to meet business requirements. If possible, the airline ticket should be purchased a minimum of seven days in advance to receive the advance ticket price offered by the airlines.

- Exceptions may be made when other flights 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, defined as between 10:00 p.m. and 6:00 a.m.
 - Greatly increased duration of the flight
 - Increased costs that would offset the airfare savings
 - Inadequate accommodations for the traveler's medical needs.

A sound justification and manager approval are required to purchase refundable coach tickets. Federal contractors, such as ORAU, are not eligible for government contract airfares.

Only actual funds spent for airfare will be reimbursed. Using personal mileage or points will not be reimbursed as cash value.

7.2 Premium Class Tickets

Written justification must be included with the travel request and approved by the appropriate parties prior to purchasing premium class airline accommodation. All premium-class tickets must be approved by the Cost Object 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 flights between the authorized origin and destination points (including connection points).
- *No space available in coach-class accommodations* on any scheduled flight in time to accomplish the purpose of business travel, which is so urgent that the schedule cannot be adjusted.
- *Travel by a traveler with a qualifying medical justification* 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) over 8 hours* when travel is direct between authorized origin and destination point, and either the origin or the destination point is outside the continental U.S. (OCONUS). In this instance, the traveler will not be eligible for a rest stop enroute or a rest period on arrival at the final destination.

Travelers who require premium-class accommodation for medical reasons must submit a medical justification from a physician to the approver for review without disclosing protected health information (PHI). Medical justifications must be renewed, submitted, and reviewed annually.

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 notes section of the expense report. These additional costs should be considered before changing a ticket and will only be reimbursed if made for a business reason.

Additional costs over \$100.00 after ticketing, must be approved by the travel approver. Approval email documentation and receipt should be included with the expense report.

- If booked through the ORAU travel system, the approvals are automatically routed to the appropriate travel approver.
- If booked through an external agency, the traveler must submit the documentation with the expense report.

If the trip is cancelled completely, the travel should be cancelled through the booking method used (i.e., the ORAU travel agency or booking website) to resolve any reservations, tickets, or other costs. Contact your program point of contact for additional steps after cancellation.

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. Hotels must be cancelled by the booking method originally used to ensure no show fees are not incurred.

If a non-employee traveler does not use the ORAU contracted travel agency to purchase the ticket, the value of the ticket will only be reimbursed if the traveler certifies in writing they will not use the ticket for non-ORAU travel.

7.3.1 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 major 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.

7.4 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 notes section of the expense report, ORAU will reimburse the traveler for reasonable additional baggage charges, for example, a 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.

7.4.1 Lost/Damaged Baggage

If baggage is lost/damaged the traveler should:

1. Contact nearest airline representative and provide required information, including name, ticket number, flight number, and baggage claim information.
2. After completion of airline claim process, if damages have not been fully reimbursed and ticket was charged to our air travel card, contact Travel Services to file a claim up to \$1,250. Any costs above this would be covered by traveler.

Note: Items not covered by the corporate card program include money, securities, credit cards, cameras, electronic equipment, business items, art, tickets, and contact lenses/glasses, or luggage held or destroyed by a government agency.

Note: All equipment should be shipped if possible. The traveler is responsible for any equipment lost/damaged if taken on flight.

7.5 Wireless internet Access on Aircraft

Costs associated with the use of the airline’s wireless service while on travel will be reimbursed with an adequate business justification.

7.6 Seat Upgrades and Seat Assignments

The least expensive seat assignment fee to reserve a seat will be reimbursed, providing no free seats are available.

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. Non-employees must submit justification to the approver without disclosing any protected health information (PHI) if the justification is for a medical reason.

Other costs associated with airfare such as main cabin extras and early bird boarding are a personal preference and will not be reimbursed.

Only actual funds spent for seats will be reimbursed. Using personal mileage or points will not be reimbursed as cash value.

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. Associated fees must be justified and included in the expense report.

7.8 Airport Security Memberships

Individual membership fees associated with airport security fast pass programs will not be reimbursed. Travel club membership, Uber Pass, and other travel memberships will not be reimbursed.

7.9 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 interferes with the performance of official activities. PTO must be taken for any additional hours in travel status because of voluntarily giving up a seat during official duty hours.

7.10 Denied Boarding Compensation

If the traveler is denied boarding and compensated, this is considered liquidating damages and must be remitted to ORAU.

- Please check with your program point of contact to remit the compensation back to ORAU.

7.11 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 requirements of the U.S. Fly America Act which is a federal regulation that requires government-funded travel to be conducted on U.S. flag air carriers whenever possible. This means that when federal funds are used to pay for air travel, the traveler must use a U.S. airline unless certain exceptions apply. Exceptions to the Fly America Act may include situations where using a U.S. carrier would significantly increase travel time or cost, or when a U.S. carrier does not offer a service route to the traveler's destination.

ORAU's contracted travel agency verifies airline reservations are compliant with the Fly America Act and that the traveler will not be responsible for any part of the ticket. This is one of the reasons ORAU requires all international airfare to be purchased by the Travel Agency.

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 Travel Request. Convenience or cost savings are not sufficient justification.

7.12 Rail or Bus

Transportation charges for bus and rail service will be reimbursed to the extent 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.

Reimbursements will be based on the lowest rail fare. 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. Acela or adding personal time to travel will require a rail simulation for coach seating.

Participants must submit a medical justification from a physician to the travel approver for review without disclosing protected health information (PHI).

7.13 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 fuel, wear and tear, insurance against liability or loss. 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.

Reimbursement for an authorized POV will be at the GSA mileage rate, (see U.S. General Services Administration (GSA) website)

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 business 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. A reasonable justification is required if short-term parking is claimed. 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 (during drop off/pick up) will be reimbursed in lieu of parking costs for the duration of the trip.

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

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

Requests for reimbursement must be approved 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.

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

If the mileage to and from a local meeting or local training is greater than the mileage to commute to/from home to work ORAU may reimburse the additional mileage.

Please contact your program point of contact for mileage reimbursement.

EXAMPLE

A traveler normally drives 40 miles round trip to/from the appointment site. 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).

7.14 Ground Transportation – Taxis, Limos, Intercity Buses, Subways, Courtesy Taxis, Limos, Intercity Buses, Subways, Courtesy Transportation, Rideshare, or Other Ground Transportation Service

Costs of ground transportation will be reimbursed for business purposes. Ground transportation will not be reimbursed for personal use including the cost of transportation to obtain a meal or to purchase personal items.

ORAU Corporate Participant Travel Guidance

Receipts must be submitted for fares of more than \$75, including tip. Limousine service can be used if the service is a private car, large sedan, van, or other means of multiple-passenger transportation and the cost of this service is less than or equal to the cost of a taxi service. Reasonable tips, up to approximately 20% of ground transportation, will be reimbursed. Courtesy transportation furnished by hotels should be used to the maximum extent possible between the place of lodging and the airport. Reasonable tips for courtesy transportation will be reimbursed.

Ground transportation must be itemized on the expense report clearly for each trip, i.e., taxi to/from hotel is \$50; metro to client's office is \$6.

7.15 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, as well as availability of public transportation. Public transportation includes shuttle services, taxis, bus service, subways, rideshare and can be less expensive than renting a vehicle.

If possible, participants should make reservations for rental vehicles through the ORAU authorized travel agency or through the contracted rental agency or their available online booking tools. Participants are encouraged to use them to obtain the discounted rates plus Driver Protection and Liability Insurance that is provided to ORAU. This coverage is only available at no additional cost for vehicles rented in the US and Puerto Rico. Please note if combining personal days on a rental car, insurance coverage does not apply to the personal portion of the rental.

If you are involved in an accident, notify the rental agency's claims department and your program point of contact. If driving a POV, notify your personal auto insurance company and your program point of contact.

Travelers are to use the least expensive compact car available or any car at a rate equal to that of a compact car. A justification to rent a vehicle must be included in the Travel Request (e.g., official business destination is in an area where no public transportation 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 equivalent rate, such as an SUV or full-size car must be included in the Travel Request.

Travelers are encouraged to join the Enterprise/National Emerald Aisle program to receive free upgrades.

Rental of alternate fuel vehicles will be reimbursed if the cost of the vehicle is comparable to the cost of renting a compact car. A cost comparison must be completed and approved prior to travel.

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

7.15.1 Costs Associated with Rental Vehicles

Certain costs will be handled as follows:

- Actual costs such as the rental charge, fuel, charging, parking, and toll charges will be reimbursed. Car rental receipts exceeding \$75 must be submitted with the 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 as long as it shows a zero balance.
- The costs for parking and tolls will be reimbursed.
- Prepaid refueling options will not be reimbursed, sometimes known as Fuel Service Option (FSO) or Fuel Purchase Option (FPO).
- Rental Company post-return refueling charges must be justified and approved. Examples include safety, distance to fueling station, etc. Please contact your program point of contact for assistance.
- 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.

- Satellite radio service 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; the traveler is fully responsible for all costs arising from an accident during personal use.

7.15.2 Authorized Drivers

The individual listed on the rental agreement is responsible for determining the requirements of the rental agency at the time the vehicle is picked up and controlling the use of the vehicle. Individuals who are not listed as authorized drivers with the rental agency shall not drive the vehicle.

7.15.3 Underage Drivers

ORAU will reimburse rental fees charged for business travelers under the age of 25. Please check with Travel Services or the rental car company for the minimum driver age.

7.16 Fines and Traffic Violations

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

7.17 Insurance

Travelers who reserve a car using ORAU's preferred rental car provider are provided with Driver Protection and Liability Insurance for vehicles rented in the US and Puerto Rico while on ORAU business.

US and Puerto Rico travelers will not be reimbursed for 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, except for personal accident insurance, will be reimbursed for the rental vehicle insurance.

Questions regarding insurance coverage should be directed to your program point of contact.

7.18 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 on the Travel Request. Rental vehicle charges, including taxes and fuel must be prorated to account for the personal use time. Rental vehicles cannot be rented under our corporate contract solely for personal use.

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 days × 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 = $\$0.15 \times 80 = \mathbf{\$12.00}$

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). The use of Airbnb, VRBO or similar properties is not allowed. Similar properties are those properties that are not required to comply with the Fire Safety Act.

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 unless there is a justification provided as to why the GSA rate was not obtainable. Please see Lodging Waiver section. 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 per diem may not be reimbursed unless the criteria in the local travel section is met. Please see Local Travel section for additional details.

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.

8.1.1 Bundled Travel Services

Bundling travel reservations using services such as Travelocity, Expedia, etc. is permissible, however insurance costs associated with these services is not reimbursable. In addition, a cost comparison will be required to itemize the individual

costs that were bundled to ensure the traveler did not incur additional costs by using this method.

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.

NOTE: Airbnb, VRBO, or other similar properties is not allowed.

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

If the traveler is unable to find lodging that is within the GSA lodging ceiling for the business location, they should request a lodging waiver on the travel request in advance of travel for the actual and necessary lodging costs, up to 200% of the GSA maximum rate for the lodging location. Lodging costs above 200 % of the applicable M&IE allowance must be approved by the Research Programs Director or delegate.

The Research Programs Director 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 Travel Request. Reimbursement is limited to the 300 percent ceiling. There is no authority to exceed this ceiling.

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 submitted with the travel expense report in the comment section or as an attachment. 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.

When submitting travel expenses, travelers are required to select the reason for staying at a hotel whose nightly rate exceeds the GSA rate.

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 their 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 accommodations are cautioned to check the GSA lodging ceiling rate for the city of lodging, the hotel cancellation policy, and the hotel compliance with the Hotel/Motel Fire Safety Act of 1990.

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

8.1.7 Hotel Parking

Hotel parking will be reimbursed. Valet parking and tips (20%) will only be reimbursed if there is no other parking available.

8.1.8 Safe Charges

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

8.1.9 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 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.

8.1.10 Internet Connection Fee

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

8.1.11 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.

Reasonable Tips for handling Government property, materials and equipment will be reimbursed.

8.1.12 Long-term Travel Lodging Expenses

When a traveler's assignment involves a stay over 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 traveler must work with their program point of contact to ensure that the requirements of the ORAU Off-Site Assignment Policy 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: three-quarter day M&IEs for first and last day of travel, regardless of beginning and ending times of travel, and 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. The travel must then 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 expense report when the cost of a breakfast, lunch, or dinner, including food cards or wristbands, is provided 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 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 or banquet with a speaker or other business-related presentation is scheduled as part of the meeting or 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 expense report including supporting documentation and a receipt.

8.2.3 Meals While Staying with Family and 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 over 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. Laundry expenses are only covered for trip durations of 4 consecutive nights or more, not including the final day of travel. 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. Because rates change frequently, when a foreign trip is planned, the U.S. Department of State website detailing 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 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 enroute 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 enroute 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.

- Travelers and travel approvers must consider the health, safety, and security risks associated with foreign travel.
- The traveler's program point of contact will provide the traveler with any required foreign travel information prior to their departure.
- Travelers and travel approvers 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 ORAU equipment (i.e., laptop, cellphone, tablets, etc.) use.
- For information regarding safety and security while on foreign travel, travelers and travel approvers should visit the U.S. Department of State website.
- Information regarding U.S. Embassies and Consulates can be found on the U.S. Embassy website.

The ORAU Travel Approver is responsible for notifying the Occupational Health office and S&S if required.

9.1 Passports

Employees or other travelers 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 a passport for business travel will be reimbursed using a Non Travel Request if it is needed for an upcoming trip.

Travelers are responsible for ensuring passports are renewed before the expiration date. As a rule, passports should have at least six months of validity when traveling internationally. Most countries will not permit a traveler to enter their country unless the passport is set to expire at least six months after the final day of travel.

Passport renewals will be reimbursed based on mission requirements. 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. The cost of the visa will be reimbursed to the traveler.

9.3 U.S. Fly America Act

See U.S. Fly America Act and Open Skies Agreement for information regarding the policy for international flights. Airfare for foreign travel must be reserved through the ORAU contracted travel agency.

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, exceeds 8 hours and a premium-class ticket was not purchased, the traveler is eligible for a rest stop enroute or a rest period on arrival at the final destination. The rest period will not exceed 24 hours.

10.0 LOCAL TRAVEL

Local travel is defined as travel within 50 miles each way of the traveler's official duty station primary work location.

A local travel request should be approved in Concur for local business travel.

If the trip is less than 50 miles one way and official business will take less than 12 hours, 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 the same site, then an approved justification from the Program manager or their delegate is required for lodging and M&IE expenses to be reimbursed.
- the traveler will be on official business for over 12 hours, in which case 75% /day for M&IE, reduced by any provided meals, will be reimbursed.

If official travel is 12 hours or less, per diem expenses will not be reimbursed.

For reporting purposes, attendance at local conferences must be pre-approved by submitting a Travel Request.

11.0 TRAVEL EXPENSE REPORT PROCEDURES (DOMESTIC AND FOREIGN TRAVEL)

Travelers should accurately report business travel expenses within ten business days of the trip end date. All expenses should be claimed on one report, if possible. If travel expenses are questioned during the Travel Services audit, the traveler must prove the validity of the expense. Fraudulent claims against ORAU will result in appropriate disciplinary action, which may include dismissal and prosecution.

Individual requests for travel expense reimbursement should be submitted on a travel expense report within ORAU's travel system.

When changes occur while the individual is in travel status, an explanation of the changes must be included in the travel expense report comments (see section 7.3 Changes and Cancellations).

The traveler will be notified by their program point of contact of any balance due when the final travel expense report is processed.

Payments that are due back to ORAU, may be paid via the secured Cashier's link, or by stipend deduction. Please work with your program point of contact to decide which method best fits your needs. If payments are not made back to ORAU within a timely fashion, your final stipend may be withheld.

If expense report items 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.

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 Communication Expenses

Reimbursement of communication expenses (cell phone international plans, facsimiles, telegraphs, etc.) will be approved on a case-by-case basis. A written explanation must be included in the travel expense report notes section.

12.2 Care of a Dependent

Incurred expenses to care for a dependent due to traveling 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 should be submitted on a Non-travel request in Concur for approval.

13.0 RECEIPTS

Receipts shall be electronically scanned and submitted with the ORAU Travel System. Itemized, paid receipts must be submitted for the following:

- Airfare
- Lodging
- Conference and Abstract Registration fees
- any other miscellaneous expense over \$75
- All items authorized on an actual-cost basis.

Receipts must be legible and contain who was paid, the date, the total amount, and the payment method. It is the traveler's responsibility to keep their original receipts for up to one year. Hotel expenses must be itemized for each night on the expense report, showing the nightly rate and taxes.

13.1 Missing or Lost Receipts

In the event a receipt is lost or was not received, the traveler shall be responsible for providing documentation verifying the amount to be reimbursed such as copies of receipts, credit card receipts, etc. In the absence of this documentation, the traveler will not be reimbursed. The approver (ORAU Project Manager) may authorize an exception to this policy in writing to a Program Director and that approval must be scanned and submitted with the expense report.

13.2 Receipts in a Foreign Currency

If the expense report is not processed through the ORAU Travel System, Oanda Currency Converter can be used to convert foreign currency to U.S. dollars (visit the Oanda.com website). Foreign transaction fees will be reimbursed.

Commissions on conversion of foreign currency are 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 521, Moving Expenses, for information regarding relocation benefits.

14.1 Inbound Relocation

Reimbursement for relocation costs will not exceed actual expenses up to the amount designated for relocation. The location from which the individual moves must be 50 miles or more one way from the work site. Relocation expense statements may not be reimbursed after one year from the date of employment or transfer.

Relocation costs covered may include:

- Participants moving themselves, their families defined as spouse and dependents living in the household, their household furniture, and their effects to the assigned research site.
- One house-hunting trip for the participant and/or spouse
- A house-hunting trip should not exceed 10 calendar days.
- Temporary Quarters for the participant and their family living in the household while housing arrangements are being finalized.
- Participant travel expenses when the participant precedes the family to the new location and 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 appointment site. Household move expense statements may not be reimbursed after one year from the start date of the appointment.

30 days of lodging per family and 30 days of M&IE per each family member is the maximum allowable.

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

- The per diem for enroute relocation travel between the travelers old and new primary work site 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 additional details. For temporary lodging, ORAU advises travelers to secure long-term discounted rates in cities where the cost of living is high.
- Airbnb, VRBO or other vacation rental sites are not allowed. 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 or trucks, related moving and packing equipment and supplies, mileage charges, fuel 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 or 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. Purchase of insurance against damage to or loss of personal property while in transit will not be reimbursed.

14.1.1 Refund Requirements

Participants who end their appointment within 12 months of the appointment start date may be required to refund to ORAU all relocation, moving, and other miscellaneous relocation costs that were reimbursed.

