

# Contractor Travel Reimbursement Guidelines

## January 2019

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### 1.0 INTRODUCTION

The Contractor should have a policy that requires its employees to use sound business judgment in both determining the need for travel, as well as in expending Contractor financial resources when travel is necessary. The following guidelines are provided to assist the Contractor in its compliance with contractual requirements to limit expense reimbursement to those costs that do not exceed FDIC travel reimbursement guidelines. Travelers will not be reimbursed for excess costs caused by:

- An indirect route as a matter of personal preference
- Premature departure for personal reasons from a temporary location; or
- Extending a stay for personal reasons.

### 2.0 APPLICABILITY

To be entitled to Lodgings-Plus per diem reimbursement, the contract must allow for travel and the Contractor's employee must be on a temporary assignment that is at least 50 miles in distance from either his/her office or residence. If a temporary assignment concludes during the workday and is located within 100 miles of the Contractor's employee's official station or residence, the Contractor's employee is expected to return to their residence, rather than remain at the temporary location overnight. The cost of travel for spouses, other family members, and friends is not reimbursable under any circumstances.

### 3.0 TRAVEL AUTHORIZATION

Contractors shall ensure that all travel on behalf of the FDIC is necessary and allowable under the contract. A management official of the Contractor shall authorize all travel and travel vouchers reflecting travel expenditures.

### 4.0 AIR TRAVEL

Air travel should be in coach class only, unless the contractor's employee bears the cost of the difference between coach and first class. Travel should be planned as far in advance as possible to take advantage of discounted fares; especially if reasonable certainty exists that the event will take place. If more than one air carrier offers service, travel should be on the carrier that offers the lowest price. If a restricted fare is booked and the Contractor's employee requires a change, a reasonable exchange fee may be claimed. Contractor's employees are required to fly on U.S. flag carrier service under the Fly America Act, 49 USC Section 40118, which requires employees, consultants, contractors and any other persons traveling for the federal government outside the United States via commercial air to travel by U.S. flag air carriers, unless an exception to the Act applies. For additional information, refer to the Federal Travel Regulations and/or Comptroller General Decision B-138942, March 31, 1981.

### 5.0 RENTAL CARS

Generally, no car larger than a mid-size should be rented. The Contractor should have a policy that requires employees to compare the cost of car rental with other forms of transportation and to choose the cheaper mode of transportation. The use of rental cars, even if authorized, must be justified in writing by the traveler and attached to the voucher. Claims for rental car gasoline must be supported by original receipts.

### 6.0 LODGING

The Contractor is expected to have a policy that provides for reasonable but not extravagant lodging accommodations for employees in travel status. The Contractor should make use of government rates whenever possible; otherwise, corporate rates or other discounts should be obtained.

If the contract is a level of effort type of contract (e.g. labor hour or time and materials) with reimbursable travel, and the contractor must be in the Washington, DC , area overnight, the contractor is required to stay at the L. William Seidman Center (Seidman Center) providing space is available. The contractor shall notify the Contracting Officer of the need for a reservation, and the Contracting Officer shall contact the Seidman Center to make the reservation. If space is not available, the Seidman Center management will obtain an alternate reservation, or provide permission for contractor to obtain alternate lodging. For reimbursement, the contractor must provide written evidence of lack of availability at the Seidman Center at the time of submission of travel voucher.

Any hotel expenses considered excessive or unreasonable will not be reimbursed. Instead, in those cases, lodging reimbursement will be limited to the GSA lodging rate for the location in question:

<http://www.gsa.gov/portal/category/21287>

#### **7.0 SUBSISTENCE**

Employees on overnight travel status shall be reimbursed on a per diem basis. Specific per diem rates for different localities may be found at the General Services Administration web site, the specific citation for which is as follows:

<http://www.gsa.gov/portal/category/21287>

Per diem is not intended to fully cover these expenses.

#### **8.0 SPECIAL MEAL ALLOWANCE FOR TRAVEL OF LESS THAN 24 HOURS WHEN THERE IS NO LODGING**

Employees in non-overnight travel status, who are away from their residence at least 11 consecutive hours excluding meal time (12 hours if on an alternate work schedule), in travel status at least 3 hours beyond their regularly scheduled workday, the meal is eaten at the work site or a restaurant near the work station, and the meal is specifically authorized, should be reimbursed on an actual expense basis with the meal cost limited to a \$10.00 charge (receipt required) or up to \$6.00 without a receipt. According to the IRS regulations, the Contractor must report this expense as income.

#### **9.0 MISCELLANEOUS EXPENSES**

While in travel status, an employee may claim the actual amount incurred, not to exceed \$3 per day, for personal long-distance telephone calls while on an overnight travel assignment. This is in addition to per diem, if applicable.

#### **10.0 USE OF PERSONAL OWNED VEHICLE**

The Contractor may reimburse an employee for use of his/her personal vehicle while on Contractor related business. The maximum reimbursement rate will be the rate stipulated by the IRS. [http://fdic01/division/dof/travel/regulartravel/appendices/apndx\\_E.html](http://fdic01/division/dof/travel/regulartravel/appendices/apndx_E.html)

If an employee chooses to use his/her own vehicle in lieu of air travel, the maximum reimbursement will be the lesser of the cost of air travel or mileage reimbursement and the per diem difference.

NOTE: FDIC does not insure contractors, their employees, or their vehicles for liability.

#### **11.0 TAXICABS**

The use of taxicabs is permitted while Contractors are on official travel for FDIC. Taxi hire is appropriate when:

- a. public transportation, airport limousine service, and/or hotel courtesy transportation is

- not available or when time or other factors make it impractical to use available public conveyances;
- b. traveling between transportation terminals and the residence, hotel, or office while in an official travel status; or
- c. for travel from the Contractor's residence to the official station to depart on an assignment requiring at least one night's lodging, and from the official station to the residence on the day the employee returns from the trip.

Taxi fares for trips used to obtain meals will not be reimbursed.

Reimbursement for taxicab fares (plus the customary 15% tip) will be made only if an appropriate receipt is submitted with the voucher.

#### **12.0 NON-REIMBURSABLE EXPENSES**

Examples of expenses that will not be reimbursed include the following:

- a. alcoholic beverages, entertainment;
- b. laundry, dry cleaning and pressing of clothing;
- c. travel insurance;
- d. parking fines;
- e. charges incurred because of indirect travel for personal reasons;
- f. gratuities and tips paid to porters, waiters, bellboys, and hotel maids inside the lodging facility (included in the per diem reimbursement)
- g. nonproductive time related to official travel to and from one's temporary duty station; and
- h. any charges, fees, or other associated costs related to the making of reservations or other accommodations for travel.

#### **13.0 RECEIPTS**

Except for per diem expenses, valid original receipts are required for all expenditures regardless of cost. If a receipt is not normally provided for the expense (metro, bus token, etc.), the certification signed by the traveler on the voucher will justify the expense. Receipts submitted with the voucher should indicate the name of the payee, date, amount, and the service rendered.

#### **14.0 TRAVEL VOUCHER COMPLETION**

After completion of travel, the contractor's travel voucher must be submitted for reimbursement. In addition, dates and times of each departure from residence or office, arrival at and the name of the place of temporary assignment, and arrival at the office or residence must be shown on the travel voucher. A certification signed by the traveler must be included on the travel voucher that states that the trip indicated was actually taken and that all expenses are accurate and correct.

#### **15.0 INVOICES**

Contractors billing for reimbursement of travel expenses must submit an original and two (2) duplicates of each invoice to include all supporting documents.

The penalty for invoicing a travel voucher that falsifies any item in the claim forfeits the claim (28 U.S.C. 2514) Further, travelers who falsify a claim may be fined or imprisoned for not more than 5 years or both (18 U.S.C. Section 1001), and a corporation may be fined up to a maximum of \$500,000 (18 U.S.C. Section 3571(c)).

**16.0 PER DIEM FOR OVERNIGHT TRAVEL**

**AMOUNT OF PER DIEM TO BE CLAIMED:**

<b>DEPARTING: Use assignment location with per diem rate of:</b>	<b>\$55.00</b>	<b>\$56.00</b>	<b>\$61.00</b>	<b>\$66.00</b>	<b>\$71.00</b>	<b>\$76.00</b>
If you <b>leave</b> between:						
12 Midnight to 5:59 AM	\$55.00	\$56.00	\$61.00	\$66.00	\$71.00	\$76.00
6:00 AM to 11:59 AM	\$41.25	\$42.00	\$45.75	\$49.50	\$53.25	\$57.00
12 Noon to 5:59 PM	\$27.50	\$28.00	\$30.50	\$33.00	\$35.50	\$38.00
6:00 PM to 11:59 PM	\$13.75	\$14.00	\$15.25	\$16.50	\$17.75	\$19.00
<b>RETURNING: Use assignment location with per diem rate of</b>	<b>\$55.00</b>	<b>\$56.00</b>	<b>\$61.00</b>	<b>\$66.00</b>	<b>\$71.00</b>	<b>\$76.00</b>
If you <b>return</b> between:						
12 Midnight to 5:59 AM	\$13.75	\$14.00	\$15.25	\$16.50	\$17.75	\$19.00
6:00 AM to 11:59 AM	\$27.50	\$28.00	\$30.50	\$33.00	\$35.50	\$38.00
12 Noon to 5:59 PM	\$41.25	\$42.00	\$45.75	\$49.50	\$53.25	\$57.00
6:00 PM to 11:59 PM	\$55.00	\$56.00	\$61.00	\$66.00	\$71.00	\$76.00

**17.0 MEAL DEDUCTIONS**

If meals are provided by another person or entity, the following amounts shall be deducted from per diem rates:

<b>PROVIDED MEALS DEDUCTIBLE FROM MAXIMUM PER DIEM RATES*</b>						
<b>MAXIMUM PER DIEM RATES:</b>	<b>\$55.00</b>	<b>\$56.00</b>	<b>\$61.00</b>	<b>\$66.00</b>	<b>\$71.00</b>	<b>\$76.00</b>
<b>BREAKFAST</b>	\$13	\$13	\$14	\$16	\$17	\$18
<b>LUNCH</b>	\$14	\$15	\$16	\$17	\$18	\$19
<b>DINNER</b>	\$23	\$23	\$26	\$28	\$31	\$34
<b>INCIDENTALS</b>	\$5	\$5	\$5	\$5	\$5	\$5

\*For those destinations that are not listed, the maximum hotel expense shall be \$94.00 per day and the maximum per diem rate shall be \$55.00.

**18.0 MILEAGE RATE FOR USE OF PERSONAL VEHICLE**

Effective January 1, 2019, the mileage rate allowed for use of a personal vehicle on business is 58 cents per mile.

[http://fdic01/division/dof/travel/regulartravel/appendices/apndx\\_E.html](http://fdic01/division/dof/travel/regulartravel/appendices/apndx_E.html)