

## DOE-Idaho Review Checklist for Applicant Travel Policy and Procedures

### A. Verify the applicant has a written travel policy.

### B. For Profit Entities.

Travel is covered under 48 CFR (see FAR 31.205-46) if a for profit entity, including that the entity's written travel policy must adhere to maximum per diem rates in effect at the time of travel as set forth in the –

(i) Federal Travel Regulations, prescribed by the General Services Administration, for travel in the contiguous United States;

(ii) Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense, for travel in Alaska, Hawaii, and outlying areas of the United States; or

(iii) Standardized Regulations (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," prescribed by the Department of State, for travel in areas not covered in (i) and (ii) above

### C. All other types of entities

The entity's written travel policies must adhere to rules at CFR 200.474. Applicants do not have to conform to federal per diem rates and are not eligible for federal rates on airfare or at hotels.

This policy should, at a minimum, cover such things as:

- For reimbursement, travel must be only for authorized business of the entity
- Reimbursements are to be consistent with federal regulations
- Prices paid are to be economical; when the price paid by the individual is more than what would have been paid by the entity, the lesser amount will be reimbursed.
- Specify what types of expenses are reimbursable, including such things as air fare, lodging, per diem, incidental expenses, car rental, taxi fares, phone charges, miscellaneous purchases in support of authorized business, conference registration and training course fees when related to authorized business, etc.

Typical items in an acceptable written travel policy include things such as (list is not all inclusive):

Airfare,

- Travelers should book lowest available airfare.
- Specify what class may be used for domestic (e.g., coach class) and international flights (e.g., business class), etc.
- Airfare charged to a government contract or grant must be booked on a U.S. carrier per the Fly America Act

#### Car Rental

- Policy regarding rental insurance policy for travelers

#### Lodging

- Travelers are expected to use lodging that is necessary and reasonable, selecting the lowest standard room rates available.
- When overnight stays are allowed (e.g., when traveling 50 miles or less each way from home, etc.

#### Meals During Business Travel

- Claim actual meal expenses or per diem based on city visited.
- Provide receipts for transactions of \$75 or more.
- *No alcohol allowed on project accounts*

#### Documentation required for Travel Reimbursement

- An itinerary receipt for airfare, showing proof of payment, from a travel agency, airline, or online booking tool.
- Itemized hotel bill for lodging (if claiming actual expenses reimbursement).
- Receipts for meals and other miscellaneous expenses, i.e. taxis and shuttles, costing \$75 or more.
- Itemized car rental agreement for a car rental expense.