

TRAVEL MANUAL
August 9, 2001

ATTACHMENT D-2

Travel Reimbursement Guidelines

Oak Ridge Associated Universities, Inc. (ORAU) will reimburse authorized travelers for travel expenses on official business on the following basis:

ACTUAL COST OF TRAVEL

Travel shall be reimbursed on the basis of the most direct and expeditious mode of transportation.

By air: (A)

Travel by commercial airlines is limited to the lowest available airfare to meet the mission requirements. Other than lowest available airfare must be approved by the program/office prior to start of the travel.

By rail or bus: (R)

Bus and rail accommodations will be reimbursed.

By private automobile: (PA)

When a privately owned automobile is authorized, reimbursement is made at the rate of thirty-six cents (\$.36) per mile based on the odometer reading. Web site mileage guide should be used (e.g. Mapquest). The mileage allowance is in lieu of any and all travel and transportation costs incurred en route, except tolls and parking as required. Travelers are expected to take the most expeditious and direct route.

By rental vehicle: (RC)

Cost of a rental vehicle will be reimbursed where the use of such vehicle results in a savings of money and/or time and its use was approved prior to the start of the trip. **Reimbursement will not be made for the purchase of collision insurance (CDW) or personal accident insurance (PAI) not included in the standard rental rate.** Claims for property damage to the rental vehicle will be paid by ORAU to the extent such claims exceed the insurance provided by the rental agency. Rental vehicles for ORAU employees must be made through an authorized agency. Travelers are advised to use economically priced cars.

COST OF LODGING

Actual cost of lodging will be reimbursed up to the ceiling for the locality as established by the General Service Administration (GSA) and published in FPMR A-40 and DOE Order 1500.2A.

The ceiling(s) for the localities involved will be identified on the travel authorization.

PER DIEM ALLOWANCE

For computing per diem allowances, official travel begins when a traveler leaves his/her home, office or other authorized point of departure and ends when the traveler returns to his/her home, office or other authorized point at the conclusion of the trip. A per diem allowance shall not be allowed for official travel of 12 hours or less. A per diem allowance shall not be allowed within the limits of the official duty station or at, or within the vicinity of the traveler's home from which they commute daily to the official duty station. When the travel period (entire trip) for which per diem has been authorized is more than 12 hours, and lodging is not required, the per diem allowable shall be three-fourths (3/4) of the applicable M & IE allowance, for the official business location. If more than one business point is involved, the per diem allowance will be calculated using the highest of the M & IE rates prescribed for the locations where official business is performed. When lodging is required, the first day of travel, the per diem allowance will be three-fourths (3/4) of the applicable M & IE rate prescribed for the lodging location. Each subsequent day, per diem will be calculated one full day of the applicable M & IE rate prescribed for the lodging location. The last day of travel, the per diem allowance will be three-fourths (3/4) of the applicable M & IE rate prescribed for the preceding lodging location.

MISCELLANEOUS REIMBURSABLE COSTS IN CONNECTION WITH OFFICIAL BUSINESS

- Taxi, limousine, and intracity bus fares.
- Business telephone calls and faxes.
- Registration fees exclusive of meals.

When meals are included in the registration or other fees charged, the per diem for that day will be reduced as follows:

Meal	\$30/Rate	\$34/Rate	\$38/Rate	\$42/Rate	\$46/Rate	\$50/Rate
Breakfast	6	7	8	9	9	10
Lunch	6	7	8	9	11	12
Dinner	16	18	20	22	24	26

TRAVEL ITEMS REQUIRING SPECIAL ATTENTION

Foreign air carriers cannot be used without prior approval.

Official receipts must be submitted for:

- Transportation, including ORAU prepaid tickets
- Local transportation exceeding \$50

- Lodging (with single rate noted on lodging receipt)
- Excess baggage charges
- Laundry/dry cleaning expenses that exceed \$50 in total
- Rental car, if authorized
- Registration fees (list on the receipt all meals covered by the fee)
- Any other business expenses exceeding \$50
- Collision property damage claims in excess of insurance provided by the rental vehicle company

Note: Official receipts may include faxed copies from rental vehicle agencies, electronic ticket confirmations, or hotels.

Explanations are required for:

- Deviation from authorized travel
- Delay en route
- Excess baggage charges
- Use of business class air transportation
- Any unusual expense
- All available discount coupons and other promotional items must be secured by the traveler and surrendered to ORAU upon completion of the travel.

ORAU authorization is required for:

- Use of rental or private vehicle

GENERAL INFORMATION

1. The traveler is responsible for compliance with the applicable regulations and administrative requirements. All travelers should be aware of the need for care in handling government funds and the penalties for misuse.
2. For personal leave in conjunction with official business, travel reimbursement will be only for those expenses incurred on official ORAU business. Basis for reimbursement must be arranged with ORAU in advance of travel through your division office. Expenses will only be reimbursed for city of business.
3. Exceptions to this policy require advance approval in writing by ORAU.
4. Please refer to the Travel Manual for more specific guidance.

Fraudulent Claims:

Travelers are expected to accurately report official expenses and reflect other facts related to official travel or ORAU. A claim against ORAU as a government contractor is forfeited if the claimant attempts to defraud the United States. In addition, there are criminal provisions under which severe penalties may be reported on the traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States. Fraudulent claims will result in the appropriate disciplinary action which may include dismissal and prosecution.