

ORAU IMPLEMENTATION PROCEDURE MANUAL
SECTION 7 - TRAVEL EXPENSE STATEMENT (TES) PROCEDURES (Domestic and Foreign Travel)

For your convenience, these procedures for reimbursement have been summarized into a one-page document called "Travel Reimbursement Guidelines" (see Attachment D).

Travelers are expected to accurately report official travel expenses and reflect other facts related to official travel for ORAU/ORISE. If travel expenses are questioned, the burden of proof rests with the traveler to prove the validity of that expense and that it 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 United States (U.S.) Government contractor is forfeited if the claimant attempts to defraud the U.S. Government in connection with official travel (28 U.S.C. 2514). 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 U.S. Government (18 U.S.C. 287 and 1001).

With the exception of travel by the ORAU Board of Directors and Council and some special arrangements, (i.e., purchase order, DOE contracts, etc.), all requests from individuals for reimbursement of travel expenses (i.e., transportation, lodging, and per diem) should be submitted on a TES or EZ Travel form (see Attachment C-1).

The traveler is responsible for (1) ensuring that all sections of the TES are properly completed; (2) obtaining all appropriate signatures; and (3) attaching required official receipts (see Section 7.G.). If no deviations from the approved TAR occur during travel and the actual expenses are within \$100 of the estimated costs, no reapproval is required on the TES. All deviations from the authorized travel must be explained on the TES (see Attachment C) and approved by the appropriate Level (see Attachment A). Specifically, when an employee discontinues or interrupts a temporary duty travel assignment prior to its completion because of incapacitating illness or injury, or when the interruption is caused by a personal emergency, the traveler's TES must be approved at one level above the traveler's authorizing official or immediate supervisor.

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Travelers with special needs may be reimbursed for the following expenses:

- (a) Transportation and per diem expenses incurred by a family member or other attendant who must accompany the traveler to make the trip possible;
- (b) Specialized transportation to, from, and/or at the temporary duty (TDY) location;
- (c) Specialized services provided by a common carrier to accommodate a special need;
- (d) Costs for handling baggage that are a direct result of a special need; and
- (e) Renting and/or transporting a wheelchair.

The following time frames have been established for processing Travel Expense Statements:

- 1. The traveler must submit travel expenses within five (5) working days after return from travel.
- 2. If reapproval is required, the appropriate Level has five (5) working days to forward to Travel Accounting.
- 3. Travel Accounting must audit and process travel expenses for reimbursement or debit memo within ten (10) working days.
- 4. If a traveler receives a Debit Memo (see Attachment G) notice from FinOps, traveler has five (5) working days to repay any travel advance due ORAU.

Payment arrangements may be made with FinOps for later settlement (such as notification that the traveler is out of town).

If there are items on a TES that require additional information, these items may be deducted and a partial expense statement will be processed. This will allow the traveler to receive partial reimbursement in time to pay credit card charges. A supplemental expense statement will be processed when the deducted expenses have been resolved. The traveler will be notified of any balance due when the final TES is processed.

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FOREIGN TRAVEL NOTE: The exchange rate used during the travel must be stated on the TES.

Foreign Currency Rate Exchange Procedures:

The correct Internet address to use for foreign currency exchange is:

<http://www.oanda.com/convert/classic>

1. Enter the “Convert Amount.” This is the amount to be converted.
2. Choose the date the transaction occurred in the “with the rate of mm/dd/yy.”
3. Choose the “currency to be converted.” Choose country.
4. Choose the United States, as country amount to be converted to.
5. Click on down arrow beside the “Interbank Rate” box and choose “2% Typical credit card rate.” Commissions on conversion of foreign currency are considered “miscellaneous expenses” and are reimbursable items.
6. **Print** out the conversion sheet for each expense claimed and **attach** to the TES when submitting for payment.

Enter this information along with the date traveler was billed for charges. Print out the conversion sheet and attach to TES when submitting for payment. 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 their residence.

A. Transportation

Domestic/Foreign Travel

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Actual cost of transportation will be reimbursed on the basis of the most direct and expeditious mode of transportation as follows:

1. Commercial Airline

Contractors are not eligible for Government contract airfares. Therefore, travel by commercial airlines is limited to the lowest available airfare to meet the necessary mission requirements. Exceptions to the lowest available airfare rule are 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 one of the following:

- a. Circuitous routing;
- b. Travel during unreasonable hours (between 10:00 p.m. and 6:00 a.m.);
- c. Greatly increased duration of the flight;
- d. Increased costs that would offset the airfare savings; or
- e. Accommodations that are not reasonably adequate for the medical needs of the traveler.

The official passenger receipt or electronic ticket confirmation must be submitted with the TES.

Where U. S. government funds are used for air transportation, such transportation must be ticketed by U. S. carriers unless a U.S. carrier is not available. Justification for the use of a non-U.S. carrier must be included on the TAR; convenience and cost are not sufficient justification.

Excursion rates should be considered when planning the trip. Two levels of premium class are: business and first-class. In order for business-class tickets to be issued, the traveler must justify and provide written documentation with the travel authorization to the appropriate Level (see Attachment A) prior to travel approval. Authorization or approval of the use of business-class airline accommodations may be made if the criteria set forth below are met.

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- Coach-class accommodations not available. The use of business-class airline accommodations may be authorized or approved when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only business-class accommodations, and the employee certifies and provides documentation from an approved travel agency .
- No space available in coach-class accommodations. The use of business-class airline accommodations may be authorized or approved when space is not available in coach-class airline accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent that the schedule cannot be adjusted.
- Travel by an employee with a disability. The use of business-class airline accommodations may be authorized or approved when necessary to accommodate an employee's disability or other physical impairment, and the employee's condition is substantiated in writing by a competent medical authority. Written documentation must be submitted to the Travel Office to keep on file.
- Security purposes or exceptional circumstances. The use of business class airline accommodations may be authorized or approved when such accommodations are required for security purposes or because exceptional circumstances make its use essential to the successful performance of the mission.
- Inadequate foreign carrier coach-class accommodations. The use of business-class airline accommodations may be authorized or approved when coach-class airline accommodations on foreign carriers do not provide adequate sanitation or health standards, and the use of foreign flag air carrier service is approved in accordance with ORAU's existing policy regarding the use of non-U.S. carriers.

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- Overall cost savings. The use of business-class other than first-class airline accommodations may be authorized or approved when such accommodations would result in an overall 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 awaiting availability of coach-class accommodations.
- Use of frequent traveler benefits. As a contractor for the government, employees are not eligible for government contract airfares, but are encouraged to join frequent flyer programs for reduced costs to the programs for which they perform work. The use of business-class airline accommodations may be authorized or approved when obtained as an accommodations upgrade through the redemption of frequent traveler benefits. The "lowest-available" class of service should still be booked, thus not allowing the possibility of upgrading to drive the cost of the ticket.
- Acceptance of payment from a third-party. The use of business-class airline accommodations may be authorized or approved when the employee's transportation is paid in full through ORAU's acceptance of payment from a third party source.
- Travel in excess of 14 hours. The use of business-class airline accommodations may be approved when travel is direct between authorized origin and destination points which are separated by several time zones, and either the origin or destination point is outside the continental United States (CONUS), and the scheduled flight time (including stopovers) is in excess of 14 hours. ORAU's Travel Office can provide information regarding the scheduled flight times.

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Use of first-class airline accommodations will be reviewed on a case-by-case basis and written justification must be submitted to Level 3 or above (see Attachment A), the ORAU President, and DOE for **prior approval**.

For Foreign Travel, only round-trip tickets must be purchased.

2. 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.

3. Private Vehicle (PV)

When using a PV, the reimbursable mileage rate covers all costs associated with the operation of the vehicle including insurance against liability or loss. PV reimbursement will be reimbursed in excess of the usual commuting expenses, i.e., distance from home to work should be reduced from the mileage claimed. **ORAU accepts no liability for incidents/accidents that may arise from the use of a PV.**

When the use of a PV is authorized, reimbursement will be at the rate (see Attachment D) based on (1) the odometer readings (beginning and ending) with the actual number of miles claimed or (2) the number of miles claimed without any odometer readings. In the latter case, Travel Accounting will compare the mileage claimed based on a website mileage guide, (such as Mapquest) and accept the miles claimed by the traveler if within the guide plus 10%. Justification for mileage over the guide plus 10% **must** be stated on the TES.

- Intracity mileage includes only those miles driven to accomplish official business. Intracity driving mileage while on the trip must be identified separately.

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- Where a PV is authorized, the costs for parking, tolls, etc., will be reimbursed.
- When a PV 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. The other passengers on official travel may be paid per diem for actual travel time if the total time in official travel status exceeds twelve (12) hours.
- Reimbursement is allowed for mileage to and from the airport and for the actual cost of 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 parking will be reimbursed in lieu of parking costs for the duration of the trip.
- In the case of a household move ORAU will authorize mileage for one vehicle. Authorization for one additional vehicle may be granted if approved **prior** to the commencement of the move.
- Under the terms of Oak Ridge Associated Universities' (ORAU) contract with the U. S. Department of Energy (DOE), private vehicles may be used for local travel when both of the following circumstances occur:
 - (1) Program needs require frequent and recurring travel between business locations, and
 - (2) A government vehicle is not available for assignment to perform the required travel.

Requests for reimbursement for local travel must be submitted on a Request for Payment of Private Vehicle Mileage Form (see Attachment C).

Requests for reimbursement must be approved by the appropriate level (see Attachment A) and submitted to Travel Accounting.

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4. Official Vehicles

Requests for use of a corporate or government vehicle should be submitted as far in advance as possible and not less than 48 hours in advance of travel. A Government Fleet Services credit card has been assigned to each government vehicle to be used for the purchase of gasoline, oil, tire repairs, battery service, etc., and may be obtained from the appropriate vehicle contact. Corporate credit cards for use with corporate vehicles can be obtained from the President's Office. Government credit cards cannot be used for the operation of corporate vehicles. Receipts for any necessary repair to government vehicles should be submitted to your vehicle contact or FTD Property Management Office upon return to the duty station, and to the President's Office for corporate vehicles. Tolls and parking charges should be claimed on the TES, and reimbursement will be made for actual costs.

Government vehicles in the custody of ORAU/ORISE shall be used only for travel that is authorized in connection with work under the ORAU/DOE contract. Government vehicles shall not be used for transportation of non official passengers (see FM-300, Vehicle Management Policy, and FM-305, Vehicle Management Implementation Procedures. For accidents, reference the Vehicle Management Policy).

5. Taxi Cabs, Limos, Intracity Buses, and Subways

Reasonable costs of ground transportation will be reimbursed. The local transportation system should be used when possible, especially to and from the airport. Receipts must be submitted for fares of more than \$50. Claims are to be itemized on the TES. Tips (not to exceed 15%) for ground transportation will be reimbursed.

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6. Rental Vehicles (See Section 5.K)

a. Costs

Actual costs (i.e., rental charge, gasoline, parking, and toll charges) will be reimbursed. Receipts for these charges should be attached to the TES. If traveler returns rental vehicle after business hours, a faxed copy of rental agreement from the rental agency is an acceptable receipt.

Rental car agencies may charge extra for additional drivers who are official travelers and/or individual traveler under the age of 25.

b. Insurance (See Attachment I)

Reimbursement will not be made for the purchase of collision insurance (referred to as “CDW”), personal accident insurance (referred to as “PAI”), or any other insurance not covered in the rental car rate. Should an accident occur or claims arise during a traveler’s use of a rental vehicle while performing business related activities while on official travel, ORAU/the government will cover all damage and liability claims to the extent that they exceed the insurance coverage provided by the rental agency or the corporate credit card program. Travelers should use the corporate credit card when renting vehicles. Travel Office must be notified in writing of all claims for damage to rental vehicles as soon as possible, but no later than ten (10) days of the occurrence. Travel Office will coordinate insurance matters with the Office of General Counsel, as necessary.

ORAU/ORISE does not provide coverage for theft, loss, or destruction of personal belongings. If desired, such coverage should be obtained at the traveler's own expense.

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c. Personal Use

Based on the records maintained, the cost of the rental car 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 car rental and gasoline charges when a rental vehicle is used for personal use:

Rental Proration Formula:

Daily Rate = Total Rental Charge divided by total # of days rented.
Number of Business days x the daily rate = Subtotal x the tax rate = Total Allowable Reimbursement.

Example: Rental Car

Invoice reads: 6 days x \$30/day =	\$180.00
\$180.00 x 10.5% sales tax =	<u>\$18.90</u>
	\$198.90

6 Days Used - (2) personal and (4) business days

Calculation: 4 days x \$30/day =	\$120.00
\$120.00 x 10.5% sales tax =	<u>\$ 12.60</u>
Total Reimbursable	\$132.60

Gasoline Prorating Formula:

Total gasoline receipts divided by total rental vehicle miles = Amount per mile

Amount per mile x business miles = Total Reimbursable

Example:

Total receipts:	\$37.64
Total Rental Vehicle miles:	<u>/ 450</u>
Amount per mile:	0.0836444
Amount per mile:	0.0836444
Business miles:	<u>x 348</u>
Total Reimbursable:	\$29.11

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ORAU/the government will not be responsible for claims not covered in the rental car rate while the traveler is on personal business; the traveler is fully responsible for all costs arising from the accident or claim. Travelers who have credit cards that do not provide this service or who pay cash for the rental vehicle are urged to buy the additional insurance if the vehicle is to be used on a personal basis.

7. Personally Owned/Rented/Chartered Aircraft

Reimbursement for mileage and tie-down fees for personal aircraft or rented aircraft shall not exceed the actual rental charge, the reimbursement rate (see Attachment D), or chartered fee, or the commercial airfare equivalent, whichever is less. This requires advance authorization and may be approved on a case-by-case basis by Level 3 or above (see Attachment A). Receipts for associated expenses must be attached to the TES.

B. Lodging

Per diem rates for CONUS (48 Contiguous States and the District of Columbia) exclude room taxes, laundry, dry cleaning and pressing charges. These expenses may be claimed separately.

NOTE FOR FOREIGN TRAVEL: Room taxes have **NOT** been removed from the foreign travel per diem rates. Separate claims for taxes **will not** be allowed for foreign travel. Laundry and dry cleaning expenses remain part of the incidental portion of the per diem rate for travel and non-foreign (outside CONUS) areas, and may not be claimed as a separate expense.

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1. Domestic

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. Authorized travel agencies must verify that the lodging facilities have smoke detectors and sprinklers.

Reimbursement of the actual cost of lodging up to the ceiling for the locality as established by the General Services Administration (GSA) and published in the Federal Travel Regulations will be provided. See Attachment D or Internet access: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd01d.html> see Item D in this section for information on lodging waivers.

2. Foreign

Reimbursement for lodging while 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. The rates may change monthly and notification is not always received from GSA on a timely basis. Therefore, when planning a foreign trip, contact the Travel Office or access these rates via internet address: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd01d.html> to obtain the current rates for the localities to be visited.

C. Per Diem

1. Domestic/Foreign

ORAU will reimburse per diem as follows: (1) three quarter day per diem for first day of travel; (2) three quarter day per diem for last day of travel, regardless of beginning and ending times of travel; and (3) remaining days will be at one full day of per diem.

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Per diem will be based on the rate for the locality as established by GSA. Domestic rates are included as Attachment D. 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. See examples on the following page:

Example 1: One city

Traveler to Washington, DC (DCA), October 1-4

October 1	First day of travel -	3/4 day per diem, (DCA per diem rate)
October 2-3	Business in DCA -	2 days per diem, (DCA per diem rate)
October 4	Last day of travel -	3/4 day per diem, (DCA per diem rate)

Total per diem for trip is 3.5 days.

Example 2: Multiple cities

Traveler to Washington, DC (DCA) and Boston, MA (BOS),

October 1-6

October 1	First day of travel -	3/4 day per diem, (DCA per diem rate)
October 2-4	Business in DCA -	3days per diem, (DCA per diem rate)
October 5	Travel to BOS	1 day per diem, (BOS per diem rate)
October 6	Last day of travel -	3/4 day per diem, (BOS per diem rate)

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Total per diem for trip 5.5 days - 3 3/4 days per diem at the DCA rate and 1 3/4 days at the BOS rate.

If the time in official travel status is twelve (12) hours or more and no lodging is required, per diem will be based on the rate for the locality where the majority of the travel is spent on official business.

The per diem allowance is provided to cover the costs of meals and other miscellaneous expenses not identified as directly reimbursable under the Travel Policy. When the cost of a meal is paid for by ORAU/ORISE under some other arrangement, such as when it is included in a registration fee, ORAU/ORISE will not make duplicate payments for the same cost; therefore, the per diem will be reduced based on the GSA meal deductions.

Likewise, if ORAU/ORISE would be billing a sponsor for travel expenses incurred while attending a meeting/conference called by the sponsor and the sponsor furnished meals at no cost to the traveler, the per diem for the days the meals are furnished would be reduced based on the GSA meal deductions.

The reduction of the per diem for meals otherwise paid for by ORAU either directly or by a sponsor will be at the rates as specified in Attachment D.

If an official meal (banquet) with a speaker 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 per diem for that day will be reduced by the cost of the meal or the rates specified above, whichever is less. An explanation of the cost should be on the TES with supporting documentation and a receipt attached if the cost is more than \$25.

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2. Foreign Travel

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 per diem rate for that location will be the allowable reimbursement for the day of departure. If the traveler departs from a U. S. duty station and is enroute at midnight on the day of departure or no lodging is required for the evening of the day of departure, the rate for the day of departure will be reimbursed at the foreign rate.

On the return trip, the per diem rate for the day of departure from the foreign locality shall be the rate for the lodging location for the previous night if the traveler arrives at the home duty station on the day of departure. If the traveler is enroute at midnight on the day of departure or if lodging is not required on the day of departure from the foreign location, the rate for the "arrival day" will be reimbursed at the foreign rate.

D. Lodging and Per Diem Waivers

Upon completion of travel, it is the travelers responsibility to request a lodging waiver that **was not approved prior** to the beginning of travel. The request for reimbursement must be on the Lodging Waiver Request Form or EZ Travel Form (see Attachment C). The lodging waiver must state (1) lodging ceiling; (2) actual costs; (3) justification; and (4) calculation for maximum allowable reimbursement; (5) an after the fact lodging waiver must be approved by Level 3 or above (see Attachment A). (Examples involving unusual circumstances can be referenced in Section 6.D).

Reimbursement is not to exceed 175 percent of the maximum rates for the assignment location. Only under special or unusual circumstances the ORAU President may authorize or approve reimbursement for actual expenses, not to exceed 300 percent of applicable per diem allowance. Actual lodging receipts must be provided for reimbursement.

Receipts shall be required on meals or other expenses normally covered by per diem when per diem is authorized on the actual cost basis. Actual meals cannot exceed 175 percent of the combined lodging, meals, and incidental ceilings, when approved.

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E. Telephone and Faxes

Air and train telephone service tend to be costly and should be avoided whenever possible. Reimbursement for those expenses will be on a case-by-case basis by Level 5 or above (see Attachment A) and a justification must be included in the "Comments" section of the TES.

ORAU/ORISE employees are encouraged to request a telephone credit card. Employees should contact their program telephone coordinators for information on receiving these cards.

1. Domestic

ORAU will reimburse the actual cost of telephone calls/service fees and faxes necessary for ORAU/ORISE business while the traveler is on official travel status. In addition, the traveler will be reimbursed for one personal telephone call per day. Reimbursement for personal calls will be limited to \$5.00 per day with a total of \$15.00 reimbursed for each seven (7) day period.

2. Foreign

Foreign telephone calls of unusually high cost/duration will be approved on a case-by-case basis by Level 5 or above (see Attachment A). A written explanation must be included in the "Comments" section on the TES.

F. Registration Fees (See Section 5.H.)

ORAU will reimburse travelers for registration fees required for attendance at professional, scientific, technical, and other meetings. In cases where the traveler directly pays the registration fees, a receipt must be attached to the TES. The documentation must be included with the TES. Documentation must include (1) amount of registration fee; (2) meals provided; and (3) meeting location and dates.

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If a traveler elects to pay the registration fee using personal funds such payment cannot be made until conference approval is received. Registration fees paid prior to conference approval will not be reimbursed if conference approval is subsequently denied (see Section 7.F.).

G. Baggage

Baggage handling charges up to \$1 per item are reimbursable for ORAU/ORISE equipment and/or materials only (not for personal baggage handling). Baggage handling charges are reimbursable for travelers who cannot carry their luggage due to physical limitations. This should be noted in the comments section of the TES.

H. Laundry

For domestic travelers: When travel involves six (6) or more consecutive nights of lodging, the traveler may be reimbursed up to \$5 each night for laundry/dry cleaning expenses not to exceed thirty (30) calendar days. Claims for laundry/dry cleaning expenses that exceed \$50 in total require a receipt.

Travelers on foreign travel are not entitled to this allowance. The meal and incidental expenses (M&IE) rate for foreign travel already includes an additional amount equal to 10 percent of the combined lodging and meal costs to cover incidental travel expenses such as laundry, dry cleaning, and pressing.

I. Official Receipts

Official receipts must be submitted with the TES for the following:

1. Airfare - Traveler's passenger receipt or electronic ticket confirmation (including ORAU prepaid tickets);
2. Local transportation exceeding \$50;
3. Lodging (with the single rate or one-half the double rate when sharing with another official traveler noted on the lodging receipt);

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4. Excess baggage charges (explanation required);
5. Laundry/dry cleaning expenses that exceed \$50 in total;
6. Rental car including gasoline, parking, and toll charges;
7. Registration fees not prepaid by Travel Accounting;
8. Any other miscellaneous expense over \$50 or
9. All items authorized on an actual-cost basis.

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