



OAK RIDGE INSTITUTE
FOR SCIENCE AND EDUCATION

Participant Travel Guide

The following travel guidance is derived from the ORAU Travel Manual TR-MAN-01 and is applicable to ORISE research participants.

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The Oak Ridge Institute for Science and Education (ORISE) is a U.S. Department of Energy (DOE) asset that is dedicated to enabling critical scientific, research, and health initiatives of the department and its laboratory system by providing world class expertise in STEM workforce development, scientific and technical reviews, and the evaluation of radiation exposure and environmental contamination. For more information visit orise.ornl.gov.

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ACRONYMS

CONUS	Continental U.S. (48 contiguous states and the District of Columbia)
DOE	Department of Energy
FAR	Federal Acquisition Regulations
FTR	Federal Travel Regulations
GPS	Global Positioning System
GSA	General Services Administration
M&IE	Meal and Incidental Expense
OCONUS	Outside of the Contiguous U.S.
ORAU	Oak Ridge Associated Universities
ORISE	Oak Ridge Institute of Science and Education
POC	Point of Contact
POV	Privately Owned Vehicle
TC	Travel Certificate
USG	U.S. Government
RAFT	Request for Authorization of Foreign Travel

Glossary of Terms

Business Trip and Business Expenses – Official travel by a participant and expenses incurred for the purpose of official activities associated with an ORISE program.

Concur Online Booking Tool (OBT) – a reservation booking system for travelers to reserve and book their own travel arrangements.

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

ORISE Program Point of Contact (POC) – the traveler’s point of contact in their ORISE program office.

Travel Approver – the person associated with the sponsoring agency of the traveler’s research appointment who approves travel.

Travel Central – a team of participant travel experts who will assist travelers through the Travel Request and Expense Report process.

Travel Central Manager – the manager of the ORISE participant travel team.

Travel Central Point of Contact (POC) – the traveler’s point of contact in the Travel Central office.

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

Traveler – any ORISE participant who is involved in approved travel.

1.0 Purpose

ORISE will reimburse travelers for necessary and reasonable travel expenses associated with official travel.

The purpose of the ORISE Participant Travel Guide is to provide guidelines for determining reasonable reimbursement and to outline the established procedures to be followed for authorizing travel and providing reimbursement. The following guidelines are applicable for travel required under and charged to the ORISE contract.

The ORISE Participant Travel Guide is designed to be comprehensive, but it is impossible to anticipate every situation that could be encountered by a traveler. Situations which arise and are not covered by this guidance should be discussed in advance with the Travel Approver. Exceptions to the established ORISE Participant Travel Guide must be fully explained, submitted in writing, and approved in writing by the appropriate approver, in advance of the travel. Unusual circumstances may arise during travel that would necessitate an exception and/or additional approval on completion of travel. Exceptions or unusual circumstances should be discussed with the Travel Approver before submitting the Expense Report. These exceptions must be fully explained and documented on the Expense Report.

2.0 Responsibilities

2.1 Traveler

The traveler is responsible for the following:

- Complying with applicable policy and/or guidelines specified in this guidance document.
- Ensuring that the purpose for the travel is appropriate to their appointment.
- Considering the most cost-effective routing and means for accomplishing the travel (e.g., electronic mail, mail, teleconferencing versus travel, cost sharing/carpool when possible).
- Initiating the Travel Request and securing the necessary approvals prior to travel.
- Requesting prepayments for registration fees, hotel deposits, etc. on the Travel Request.
- Submitting a Request for Approval of Foreign Travel (RAFT) form if the travel meets the requirements set forth by DOE and the criteria of the DOE Foreign Travel Order 551.1.D.
- Verifying the confirmed rates with hotels and rental car agencies during travel.
- Notifying Travel Central of traveler's involvement in any motor vehicle incidents occurring while on travel.
- Completing and submitting the Expense Report and required documents for reimbursement within 10 days of completion of travel.

The traveler shall exercise good business judgment with respect to any travel expenses and spend program funds as carefully and judiciously as they would spend their own funds.

2.2 Travel Approver

The travel approver is responsible for the following:

- Complying with applicable policy and/or guidelines specified in this manual (including DOE foreign travel and conference requirements).
- Verifying that all costs are allowable.
- Ensuring that the purpose for travel is appropriate.
- Assuring that the most cost-effective routing and means of accomplishing travel (e.g., electronic mail, mail, teleconferencing versus travel, cost sharing when possible) are considered.
- Verifying the information provided on the Travel Request and Expense Report.
- Ensuring that the RAFT form is completed if the travel meets the requirements set forth by DOE, including safety and criteria of the DOE Foreign Travel Order 551.1.D.
- Notifying all appropriate offices in advance of foreign travel.
- Ensuring the travel is authorized and expenses are in compliance with these guidelines.

3.0 Approvals

The travel approver should take into consideration the following:

- Urgency and complexity of the reason for travel.
- Scope and specific objectives to be accomplished during the travel.
- Special requirements included in applicable contract.
- Total cost of the travel.
- Time the traveler would be away from their research appointment.
- Safety risks to traveler.
- Benefit of the travel to the program/sponsor.

4.0 Services Provided to Travelers

4.1 Travel Reservations

Travelers have access to an Online Booking Tool (OBT) in the Concur Travel System to make reservations for domestic travel. Travelers are encouraged to use the OBT for airline, hotel, and rental vehicle reservations. In addition, ORISE has a contracted travel agency to handle complicated travel functions, including multi-destination or international travel.

4.2 Cash Advances

Cash advances for travel should be requested on the Travel Request. No cash advance will be issued for less than \$50. Cash advance payments will generally be limited to an amount equal to the anticipated meal and incidental expenses (M&IEs) allowable for the travel period. This amount may be increased if a specific need is identified. For example, if lodging or rental car costs are needed in advance.

When a traveler incurs an upfront cost, such as the payment of registration fee or a hotel deposit, ORISE will issue a reimbursement for the cost prior to the travel upon travel approval. Cash Advances must be submitted by the traveler using the Travel Request. Proof of the expense (receipt or paid invoice) will be required when submitting the Travel Expense report.

Travelers that receive advances must account for all travel expenses by submitting a completed Expense Report with proof of the expenses (required receipts, paid invoices, etc.).

If the trip is cancelled and will not be rescheduled in the near future, the full amount of the advance is due to ORISE immediately upon cancellation of the trip. After the Expense Report is audited, if the amount of the cash advance exceeds the total reimbursable expenses, the repayment of the amount due is required within five (5) days after receipt of the notification of amount due. The repayment, in full or in part, may be subject to stipend deduction. Cash advances for future trips may be denied if the repayment is delinquent.

4.3 Prepayment (Registration Fees, Hotel/Motel Deposits, etc.)

The preferred method for the prepayments of certain expenses (conference registration fees, required hotel prepayments, etc.) is to request a cash advance on the Travel Request to cover the amount of the prepayment, so the traveler can submit the payment on their own behalf. Only when that method is not possible, a prepayment for registration fees, hotel deposits, etc. can be arranged by Travel Central. The traveler can provide the registration forms, mailing instructions, and payee information to their Travel Central POC. When the Travel Request has been approved, ORISE will issue payment and provide the registration confirmation to the payee.

5.0 Travel Authorization Procedures

Travel must be authorized prior to a traveler incurring any travel-related expenses. Official travel begins when the traveler departs from their assigned research location or home, whichever occurs last, and ends when the traveler returns home, or to their assigned research location, whichever occurs first.

If the traveler will be lodging overnight or will be in travel status for more than 12 hours, a Travel Request must be completed and approved before travel begins. This applies even when the traveler or a third party pays for the trip and there is no cost to the sponsor.

Careful attention must be given to the completion of all applicable items on the Travel Request. The Travel Request form has been designed to cover the usual elements of travel; however, unusual circumstances may arise that are not specifically covered. In such cases, a detailed explanation must be included in the comment section of the Travel Request.

If a situation arises that necessitates that travel be interrupted or discontinued, the traveler must contact the travel approver and ORISE Travel Central POC as soon as possible. When a traveler interrupts or discontinues a trip prior to its completion because of incapacitating illness, injury, or personal or family emergency, the traveler's ORISE program point of contact will review the reasons to determine whether to reimburse any additional cost(s) that may have been incurred due to the change.

5.1 Travel Certificates

For certain travelers, ORISE reimburses transportation expenses only. The travel shall be authorized in writing, and the traveler shall use an Inbound or Outbound Travel Certificate (TC) form.

The traveler submits the Travel Certificate to the program issuing the letter authorizing the travel. The program will review the TC for completeness and to ensure that the requested reimbursement covers only the transportation expenses authorized. Once the review is complete, the program will forward the TC for payment.

5.2 Travelers with Special Needs

ORISE adheres to the Federal Travel Regulations pertaining to travelers with special needs. Travelers may be reimbursed for expenses that are a direct result of a special need. Please consult your Travel Central POC for further assistance.

5.3 Combining Personal and Business Travel

Travelers may combine official and personal travel. When a traveler decides to combine personal travel with business travel, the traveler:

- Must not request 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.
- Assumes 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 official and personal travel, the following general rules apply:

- The primary purpose of the travel must be business. Personal travel must be incidental to the business requirement.
- A cost comparison must be completed prior to the start of the trip (see the Cost Comparison section below).
- Travel approval and the basis for reimbursement must be established prior to the time of travel.
- Unless an exception request 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.
- Trip costs cannot exceed what the cost would have been had there been no personal travel involved.
- 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.
- Due care should be taken when visiting local attractions during travel status as personal injuries that occur may limit the traveler's ability to perform the function that originally required the travel.

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 by the Travel Central POC if the traveler requests to stay rather than return home between business trips. Otherwise, the traveler is expected to return to their duty station after the completion of the first trip. 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 and is approved by the appropriate parties, the traveler is not required to return to their duty station before departing for the second business trip.

5.5 *ORISE Conference Attendance*

A conference is defined as meeting, retreat, seminar, symposium, or event. A Travel Request for each conference must be completed and submitted to Travel Central. The Travel Request must include:

- Estimated costs of attendance.
- Official conference name, location, registration fee, dates, and duration of the conference.

The Travel Request must be submitted even when the conference is local and no travel is involved. A Travel Request must be submitted at least five (5) months prior to the conference start date for a DOE-Sponsored conference to allow sufficient time for review and approval. The traveler must not incur conference travel costs until the travel is approved and conference approval has been validated in the DOE Conference Management Tool. If the appropriate conference approval is not obtained and costs are incurred, the costs are not reimbursable.

Once a Travel Request has been processed and approved, the conference attendee or POC may make conference/travel arrangements and incur costs. Upon completion of the trip, a travel expense statement must be submitted.

6.0 Cost Comparisons

A cost comparison must be completed by the traveler using the Concur Online Booking Tool prior to travel for the following circumstances:

- 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 duty station.

The traveler will use the Concur Online Booking Tool to obtain an airfare simulation on the same day of ticketing and reflect the lowest available airfare to meet the business needs when combining business and personal travel. The simulation can be included on the Travel Request, and is required to be included on the Expense Report. Travelers may use the ORISE contracted travel agency (instead of the Concur Online Booking Tool) to obtain the simulation.

Only same day of ticketing information will be accepted.

If not provided, the cost of the airfare will be split between the program and the traveler based on the number of business and personal days.

EXAMPLE:

Total number of days: 10 Business days: 7 Personal days: 3

The program would pay 70% and traveler would pay for 30% of the cost of the airfare.

6.1 Business and Personal Combined

When combining official and personal travel, the cost comparison must be included with the Travel Request 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:

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.

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, 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, 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 in the comments section.

7.0 Modes of Transportation

7.1 Commercial Airline Carriers

Travel by commercial airlines is limited to the lowest priced airfare to meet the business requirements. If possible, the airline ticket should be purchased at least seven (7) days in advance in order to receive the advance ticket pricing offered by the airlines.

Exceptions may be 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:

- Circuitous routing
- Travel during unreasonable hours (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

Manager justification is required to purchase refundable coach tickets.

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 accommodations. If the need for premium class is medical related, the traveler must submit a medical justification from a physician to their ORISE Program POC for review without disclosing protected health information (PHI). A justification for purchasing premium-class tickets must be submitted to the Travel Central manager for review, if the approval was not obtained in advance.

Approval of premium-class tickets may be granted if one of the following criteria is met:

- *Coach-class accommodations not available* on regularly scheduled flights between the authorized origin and destination points (including connection points). The traveler provides documentation from an approved travel agency.
- *No space available in coach-class accommodations* on any scheduled flight in time to

accomplish the purpose of official travel, which is so urgent that the schedule cannot be adjusted.

- *Travel by a traveler with a disability* 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* 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.
- *Travel (including stopovers and change of planes) in excess of 14 hours* when travel is direct between authorized origin and destination point, and either the origin or destination point is outside the contiguous U.S. (OCONUS). In this instance, the traveler will not be eligible for a rest stop en route or a rest period on arrival at the final destination.

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 comments box 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.

If the trip is cancelled completely, the traveler must inform their Travel Central POC so the Travel Request can be cancelled. If the airline reservations were made in the Concur Online Booking Tool or by the ORISE contracted travel agency, the travel agency will handle the cancellation of the airline ticket or any partially used tickets and make the necessary refunds of the airline ticket or track tickets that can be used for future travel. 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. If the ORISE contracted travel agency was not utilized to purchase the ticket, the traveler must ensure that all reservations are cancelled. In addition, the value of the ticket will only be reimbursed if the traveler certifies in writing that they will not use the ticket for non-ORISE travel.

7.4 *Baggage*

ORISE 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 comment field on the Expense Report, ORISE will reimburse the traveler for additional baggage charges (for example, the 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 ORISE.

7.5 *Wireless Internet Access on Aircraft*

If there is an adequate business reason for the use of the airline's wireless service while the traveler is on the plane, this cost will be reimbursed.

7.6 *Seat Upgrades and Seat Assignments*

The least expensive seat assignment fee will be reimbursed when required by the airlines to reserve a seat. 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 such as a medical need, to the Travel Central POC. Travelers should submit the justification without disclosing any protected health information (PHI) if justification is for a medical reason.

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.

7.8 *Airport Security Memberships*

Individual membership fees associated with airport security fast pass programs will not be reimbursed.

7.9 *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 ORISE 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 unforeseeable circumstance events like weather, strike, labor disputes, civil commotions, war, government regulation, airport being closed, fuel shortage, or circumstances beyond one's control. 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.

7.10 *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 would impinge on the performance of official duties.

7.11 *Denied Boarding Compensation*

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

7.12 *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 of the requirements of the U.S. Fly America Act.

The ORISE contracted travel agency ensures that airline reservations are compliant with the U.S. Fly America Act and that the traveler will not be responsible for any part of the ticket. (See Section 9.3 for more information and exclusions to the Fly America Act including the Open Skies Agreement.)

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. The form will be completed by the traveler's Travel Central POC.

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 justifications.

7.13 *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. A simulation must be provided when cost is greater than \$200, for the purpose comparing the cost of the rail or bus transportation to the cost of an airline ticket.

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. A seat upgrade may be authorized if a justification is submitted with a sufficient business reason. The traveler must provide a justification to their Travel Central POC.

7.14 *Vehicles*

7.14.1 *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 insurance against liability or loss. POV mileage will be reimbursed in excess of the usual commuting expenses.

ORISE accepts no liability for incidents/accidents that may arise from the use of a POV. The costs for parking and tolls will be reimbursed. Fines for traffic violations are the responsibility of the traveler.

Reimbursement for an authorized POV will be at the current GSA mileage rate, (see U.S. General Services Administration (GSA) website) based the mileage calculated using a tool such as MapQuest or Google Maps (within 10% variance). Exceptions may be granted based on sufficient justification and program/sponsor approval.

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 official 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. 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 will be reimbursed in lieu of parking costs for the duration of the trip.

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

POVs may be used for pre-approved official travel within a 50-mile radius of the appointment site when frequent and recurring travel is required between appointment sites. This does not include commuting from home/personal residence to an appointment site.

Requests for reimbursement must be submitted to the program 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 the ORISE participant travel site under forms, and will be based on odometer readings or a mileage calculation tool.

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

If the mileage to/from a local meeting or local training is greater than the mileage to commute to/from home to the appointment site, ORISE will reimburse the additional mileage. The reimbursement for mileage should be requested on the Mileage Reimbursement form located on the ORISE participant travel site under forms.

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).

7.15 Ground Transportation – Taxis, Limos, Intercity Buses, Subways, Courtesy Transportation

Costs of ground transportation will be reimbursed. Receipts must be submitted for fares of more than \$75. Limousine service can be utilized if the service is a private car, large sedan, van, or other

means of multiple-passenger transportation. The cost of this service shall be less than or equal to the cost of a taxi service. Reasonable tips proportionate to the cost of ground transportation (20% or less) will be reimbursed. The tips should be claimed as ground transportation and itemized separately. Courtesy transportation furnished by hotels should be utilized to the maximum extent possible between the place of lodging and the airport. Prudent tips for courtesy transportation will be reimbursed.

Claims will be itemized on the Expense Report (e.g., taxi to/from hotel is \$50; metro to client's office is \$6).

Ground transportation will not be reimbursed for personal cost. This includes the cost of transportation to obtain a meal or to purchase personal items.

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

All reservations for rental vehicles shall be made through the Concur Online Booking Tool, the ORISE authorized travel agency, or through the contracted rental agency or their available online booking tools. Travelers are encouraged to use these agencies in order to obtain the discounted rates plus Driver Protection and Liability Insurance that is provided to ORISE (this is only available at no additional cost for vehicles rented in the U.S. and Puerto Rico).

Travelers are to use the least expensive compact car available (or a midsize 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 is 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 midsize with an equivalent rate), such as an SUV or full-size car must be included in the Travel Request (e.g., a full-size car is necessary to transport three or more ORISE travelers attending the same meeting or an SUV is necessary to transport equipment).

Rental of alternate fuel vehicles such as electric, solar, biodiesel, ethanol, propane, compressed air, hydrogen, liquid natural gas and liquid petroleum, etc. will be reimbursed if the cost of the vehicle is comparable to the cost of renting a compact car.

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

7.16.1 *Costs Associated with Rental Vehicles*

Certain costs will be handled as follows:

- Actual costs (i.e., rental charge, gasoline, 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.
- Prepaid refueling options will not be reimbursed (paying for a full tank of gas before driving off) sometimes known as Fuel Service Option (FSO) or Fuel Purchase Option (FPO).
- 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.
- A satellite radio 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.

ORISE will not be responsible for claims incurred while the rental vehicle is being used for personal travel; a traveler is fully responsible for all costs arising from an accident during personal use.

7.16.2 *Authorized Drivers*

It is the responsibility of the traveler in whose name the vehicle is rented to determine the requirements of the rental agency at the time the vehicle is picked up and to control the use of the vehicle. Individuals who are not listed as authorized drivers with the rental agency shall not drive the vehicle.

7.16.3 *Underage Drivers*

ORISE will reimburse rental fees charged for drivers under the age of 25 if a rental car is required for an approved Travel Request.

7.17 *Fines and Traffic Violations*

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

7.18 *Insurance*

Travelers who reserve a car using ORISE's preferred rental car provider (Enterprise/National) are provided Driver Protection and Liability Insurance for vehicles rented in the U.S. and Puerto Rico while on ORISE business.

U.S. and Puerto Rico travelers will not be reimbursed the cost of insurance but may want to purchase collision damage or similar coverage if they do not book through the ORISE 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, with the exception of personal accident insurance, will be reimbursed for the rental vehicle insurance.

Questions regarding insurance coverage should be directed to the manager of Travel Central.

7.19 *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 in the comments box on the Travel Request. The traveler must keep records regarding the dates, mileage, and gasoline purchased for personal use and reduce the applicable portion from the trip expenses.

Based on the records maintained, the cost of the rental vehicle and gasoline will be prorated between business and personal use. ORISE will reimburse only that portion of the cost incurred for official travel.

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 day's × 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 × \$50)	\$200.00

Total reimbursement	\$200.00
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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 = $\$0.15 \times 80$
= **\$12.00**

8.0 Per Diem – Lodging, 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 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.

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 will not be reimbursed (see *10.0 Local Travel* section).

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 *8.1.13 Long-Term Travel Lodging Expenses* (for travel over 30 days) for more information.)

8.1.1 Airbnb and Bundled Travel Services

Airbnb is not an approved lodging option. Any cost associated with reserving or lodging at an Airbnb facility is unallowable and will not be reimbursed.

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 request to stay in an apartment or condominium instead of a hotel or other lodging facility. The traveler should explain the need for an apartment or condominium on the

Travel Request. Approval may be granted once the appropriate parties have reviewed the request. The nightly rate, including fees, should be less than or equal to the lodging ceiling for the locality.

8.1.3 Staying with Family or Friends

The traveler will be reimbursed for reasonable costs incurred by and paid to the host. The traveler should note on the Travel Request that they will be staying with friends or family. If the traveler is paying lodging costs, 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

Authorization for reimbursement must be given in advance of travel for the actual and necessary lodging costs, up to 175% of the GSA maximum rate for the lodging location.

ORISE 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 form, located on the ORISE participant travel website, must include a compelling justification, and be submitted with the Travel Request.

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 Expense Report. 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.

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.

Travelers are encouraged to make their hotel reservations using the Concur Online Booking Tool (OBT). In some cases, travelers may use the contracted travel agency to book the reservations, however, the travel agency will need the traveler's personal credit card information to complete the reservation. 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/motel accommodations are cautioned to check the GSA lodging ceiling rate for the city of lodging (see above mentioned websites for locating per diem tables), the hotel cancellation policy, and the hotel compliance with the Hotel/Motel Fire Safety Act of 1990.

8.1.7 Cancellation Fee

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.

8.1.8 Hotel Parking

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

8.1.9 Safe Charges

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

8.1.10 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 if an appropriate justification is included on the Expense Report. Using the room to store luggage is not a justification for incurring a late checkout fee.

8.1.11 Internet Connection Fee

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

8.1.12 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.

8.1.13 Long-term Travel Lodging Expenses

When a traveler's assignment involves a stay in excess of 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.

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. ORISE will reimburse M&IEs as follows for business days only: (1) three-quarter day M&IEs for first day of travel; (2) three-quarter day M&IEs for last day of travel, regardless of beginning and ending times of travel; and (3) one full day M&IEs for each remaining day of travel. 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. Then a Travel Request must be submitted and approved 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 paid 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 (banquet) with a speaker or other presentation that is business related 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 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 their 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 are not reimbursable unless a sound business reason and appropriate justification is included on the Expense Report.

8.2.6 Long-term Travel M&IEs

When a travel assignment involves a stay in excess of 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. 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 to be visited. Because rates change frequently, when a foreign trip is planned, the U.S. Department of State website and 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 foreign and non-foreign (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 en route 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 en route 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.
- Travel Central will provide travelers with the ORISE Foreign Travel Guidelines as well as provide information regarding immunizations and health risks and information regarding safety, security, and laptop use.
- Travelers and travel approvers should visit the Centers for Disease Control and Prevention website for information regarding health concerns.
- 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.

9.1 Passports

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 or renewing a passport for official travel will be reimbursed on the Expense Report. Ongoing passport renewals will be reimbursed based on mission requirements. No reimbursement will be allowed for the renewal of a general passport not connected with an official foreign trip approved by ORISE or for an application submitted in anticipation of a future trip that is not subsequently approved by ORISE. 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 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.

9.3 U.S. Fly America Act and Open Skies Agreement

Airfare for foreign travel that is not reserved through the contracted travel agency may not be reimbursed. This travel guide follows the U.S. Fly America Act and Open Skies Agreement regarding the policy for international flights.

9.3.1 U.S. Fly America Act

The U.S. Fly America Act states that any air travel financed by U.S. Government (USG) funds must be on a U.S. flag air carrier (this includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations) when the ticket or documentation for an electronic ticket identifies the U.S. flag air carrier's designator code and flight number.

The airline ticket must be booked with the U.S. carrier's two-digit flight code in order to be compliant with the U.S. Fly America Act. The ticket cannot be ticketed with a non-U.S. carrier's two-digit flight number simply because the non-U.S. carrier has a code-share arrangement. An example of a compliant ticket is DL 1234 (Delta flight number 1234). An example of a noncompliant ticket is LH 1234 (Lufthansa flight number 1234), even if Lufthansa has a code-share arrangement and the flight is actually operated by a U.S. carrier.

The following justifications for use of a non-U.S. flag carrier are allowable:

- Use of U.S. flag carrier service would not accomplish DOE's mission, and a foreign flag air carrier is deemed necessary. A full explanation is required.
- For travel between a gateway airport in the U.S. and a gateway airport abroad, service by U.S. flag air carrier is not considered available if
 - 1) The gateway airport abroad is the traveler's origin or destination airport and the use of U.S. flag air carrier service would extend the time in travel status by 24 hours more than travel by a foreign flag air carrier
 - 2) The gateway airport abroad is an interchange point, and the use of U.S. flag air carrier service would require the traveler to wait six hours to make connections at that point, or delayed departure from or accelerated arrival at the gateway airport in the U.S. would extend time in a travel status by six hours more than travel by a foreign flag air carrier.
- For travel between two points outside the U.S. passenger service by a U.S. flag air carrier is not considered to be reasonably available if
 - 1) travel by a foreign flag air carrier would eliminate two or more aircraft changes en route;
 - 2) one of the two points abroad is the gateway airport en route to or from the U.S. and the use of a U.S. flag air carrier would extend the time in a travel status by at least six hours more than travel by a foreign flag air carrier, including accelerated arrival at the overseas destination or delayed departure from the overseas origin, as well as delay at the gateway airport or other interchange point abroad; or

A gateway airport is the airport from which the traveler last embarks/debarks en route to or from the U.S. or at which the traveler first debarks/embarks incident to travel to or from the U.S.

The justification for the use of a non-U.S. carrier must be included on the pre-approval authorization request. Convenience or cost savings are not sufficient justification.

In the event that a non-U.S. carrier ticket was purchased and one of the above exceptions does not apply, the reimbursable amount will be calculated based on total air miles ticketed on U.S. carriers. The Web Flyer website's mileage calculator (www.webflyer.com) will be used to determine the air miles for each leg of the trip.

EXAMPLE:

Total air miles = 2,500 Total ticket price = \$1,775

Total air miles for segments ticketed on a U.S. carrier = 1,000 Percentage of total allowed = $1,000 / 2,500$ or 40%

Dollar amount allowed = $\$1,775 \times 40\%$ or \$710

9.3.2 *Open Skies Agreement*

An exception to the above requirement, commonly referred to as the "Open Skies Agreement", is transportation provided under a bilateral or multilateral air transportation agreement to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

For example, the Open Skies Agreement between the United States Government (USG) and the European Union (EU) gives Community (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hellenic Republic (Greece), Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, United Kingdom) airlines the right to transport passengers and cargo on scheduled and charter flights funded by the U.S. Government, including transportation provided to or for a foreign country or international or other organization without reimbursement, when the transportation is between a point in the United States and any point in a Member State or between any two points outside the United States except when:

- Transportation is between points for which there is a City-Pair contract fare (visit GSA website under City Pairs Program and Airline City Pairs) in effect for air passenger transportation services; or
- Transportation is obtained or funded by the Secretary of Defense or the Secretary of a military department.

In addition to the US-EU Open Skies agreement, air transport agreements have been made with Australia, Switzerland, and Japan that allow Federal employees to use foreign airlines under certain circumstances.

Request for approval for travel using the Open Skies Agreements should not be submitted without the Travel Central manager's verification that the chosen airline is a member of the Open Skies Agreement.

9.4 Rest Periods (Layover/Stopover)

If the travel origin and/or destination are outside the contiguous U.S. (OCONUS) and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours and a premium-class ticket was not purchased, the traveler is eligible for a rest stop en route or a rest period on arrival at the final destination. The rest period will not exceed 24 hours.

9.5 ORISE Foreign Travel

Programs operating under the ORISE contract with the Department of Energy (DOE) must adhere to the requirements in DOE Order 551.1.D. DOE requires foreign travel to be reported for any person whose travel expenses will be funded either wholly or partially by DOE. (See table below)

Traveler is . . .	Then . . .
Traveling under DOE-SC funding (expenses)	Travel is entered into the FTMS and approved by DOE-OSO or DOE-HQ.
Traveling under DOE funding (expenses) from a DOE funding source other than SC	Travel is entered into the FTMS and approved by the DOE program office that is funding the activity.
Traveling under SPP funding and the traveler is not (1) representing DOE or (2) conducting business on behalf of the U.S. Government. This category can include non-employee research participants engaged in an educational/training/developmental experience).	Not considered ORISE foreign travel. Not entered into the FTMS. Not considered "official foreign travel". Will be handled by Travel Central in accordance with ORAU's corporate processes for foreign travel.

A complete and accurate Request for Approval of Foreign Travel (RAFT) must be submitted to Travel Central at least 30 days prior to the departure date, unless exigent circumstances exist. Contact Travel Central's Foreign Travel Specialist to verify whether or not the RAFT form is required for your travel. If required, they will send the form and assist with completion.

The initial RAFT should include all of the following:

- an accurate itinerary;
- all required information requested on the RAFT; and
- an accurate cost estimate.

The funding source must be determined and approval must be obtained before any foreign travel is initiated. The funding source approval must be included with the RAFT form that will be provided by Travel Central.

Any changes to the original RAFT information should be communicated to Travel Central immediately using the Foreign Travel Change Request Form.

Re-approval by DOE is required when substantial changes are made either before or after final approval. Substantial changes include but are not limited to the addition of one or more

countries or a change in trip sensitivity from non-sensitive to sensitive.

A notification e-mail will be submitted to the traveler once the RAFT has been routed for approval. Once DOE approval and Country Clearance has been granted, the traveler will be notified.

In addition to the traveler obtaining DOE approval, the travel must be entered and approved in the Travel System.

9.5.1 DOE Foreign Travel Order 551.1.D Requirements

These DOE requirements apply to all travelers on ORISE official foreign travel.

- Coordinate the review of official foreign travel as necessary with Safeguards and Security and/or DOE for export control, technology concerns, counterintelligence, and security when the traveler has an SCI clearance or the trip is for official DOE business.
- Ensure the traveler is traveling on a carrier that has been licensed by the Federal Aviation Administration's International Aviation Safety Assessment program Category 1 countries or those countries that have implemented International Civil Aviation Organization's safety standards.
- Consult with export licensing offices at the Department of Commerce, State, Energy and Treasury, and the Nuclear Regulatory Commission, as appropriate to ensure compliance with U.S. export laws and regulations applying to specific foreign travel requests.
- Receive country clearance from the U.S. Embassy in the country or countries to be visited before the start of the travel.
- Comply with pre-briefing requirements. A pre-briefing is conducted at the discretion of DOE Office of Intelligence and Counterintelligence before the start of travel if the travel is to a sensitive country and/or the travel is interacting with sensitive country foreign nationals regardless of the destination country and regardless of whether the traveler holds a security clearance. A foreign national is considered to be from a sensitive country if they are a citizen of a sensitive country or is employed by the government or an institution of a sensitive country.
- Comply with debriefing requirements. A traveler must provide debriefings, as appropriate, upon return by and at the discretion of the DOE Office of Intelligence and Counterintelligence if the travel was to a sensitive country and/or the travel is interacting with sensitive country foreign nationals regardless of the destination country and regardless of whether the traveler holds a security clearance.
- Coordinate with emergency response personnel to provide briefings to appropriate offices/officials as requested upon return from travel.
- Consider the travel risk and safety regarding travel including airline carriers and short-term medical and evacuation coverage to all countries.
- Check with Occupational Health and/or the Department of State website to ensure awareness of safety and health issues of the country to be visited.
- Ensure required visas are obtained. It is the traveler's responsibility to obtain required visas.
- Adhere to the Department of State's training requirements for overseas travel. Required

training may include the High Treat Security Overseas (HTSO) seminar, the Foreign Affairs Counter Threat (FACT) training, etc.

- For conference attendance, provide a copy of the conference agenda and presentations, where applicable to Travel Central.
- The appropriate paperwork (i.e. granted country clearance, letter of invitation) must be provided to the DOE Responsible Program Secretarial Officer for subcontractors who are traveling for an organization other than DOE or ORISE.

Travelers staying in a country 30 or more days may require a medical clearance.

Unclassified subjects/topics are identified in existing federal regulations governing export control as well as by DOE, and involve information, activities, and/or technologies that are relevant to national security.

Travelers who hold or have previously held an access authorization (Q clearance) and propose to travel to a sensitive country in a personal status are required to submit a RAFT to fulfill their previously agreed on security responsibilities. This requirement is for security purposes only. For safety purposes the traveler should register the trip with the Department of State.

The traveler must not depart for DOE foreign travel until officially informed by Travel Central that the travel has been approved by DOE. Any trip taken without DOE approval requires justification and must be reported to Travel Central immediately. Travel Central will notify the ORISE Director of unauthorized travel.

A full copy of DOE Foreign Travel Order 551.1 D can be found at https://www.directives.doe.gov/directives-documents/500-series/0551.1-BOrder-D-chg2_min-rev

10.0 Local Travel

If the trip is less than 50 miles one way, the travel is considered local travel and lodging and M&IE will not be reimbursed. (See 7.14.3 *Use of POVs for Local Travel to Business Meetings or Training* for information about mileage reimbursement).

11.0 Travel Expense Report Procedures (Domestic and Foreign Travel)

Travelers are expected to accurately report official travel expenses. If travel expenses are questioned, the burden of proof rests with the traveler to prove the validity of the expense and that the expense was necessary to conduct the official business. Fraudulent claims against ORISE will result in appropriate disciplinary action, which may include dismissal and prosecution.

A claim against ORISE as a USG contractor is forfeited if the claimant attempts to defraud the USG in connection with official travel (28 U.S.C. 25 14). 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 USG (18 U.S.C. 287 and 1001).

Individual requests for travel expense reimbursement should be submitted on the Expense Report. Receipts for materials (i.e. extension cords, office supplies, etc.) and other non-travel items purchased must be submitted for reimbursement using a Payment Request Form, and submitted to your Program POC. These items remain the property of the sponsor and must be returned to the program upon completion of travel.

The traveler must submit travel expenses within 10 days after return from travel.

When changes occur while the individual is in travel status, an explanation of the changes must be included in the Expense Report comments box.

The traveler will be notified of any balance due when the final Expense Report is processed. If a traveler receives a notice stating that money is due to ORISE, they have five (5) days to remit payment. Stipend payment deductions may be utilized for collection of travel costs, or the traveler may elect to repay by credit card.

If there are items on an Expense Report that 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 Expense Report.

12.0 Miscellaneous Costs Associated with Travel

12.1 Telephone

Reimbursement of telephone calls will be approved on a case-by-case basis. A written explanation must be included in the Expense Report comments section.

12.2 Care of a Dependent

If a traveler incurs expenses to care for a dependent due to traveling, these expenses 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 will not be reimbursed as a travel expense and must not be submitted on an Expense Report. Contact your program POC for further information.

13.0 Receipts

Receipts shall be electronically scanned and attached to the Expense Report in the Concur Travel System. Receipts must be submitted for the following: (1) Airfare; (2) Lodging; (3) Registration fees not paid by Accounts Payable; (4) Any other miscellaneous expense over \$75; and/or (5) All items authorized on an actual-cost basis. Receipts must be legible and contain who was paid, the date, the total amount and how it was paid (i.e., cash or credit card). It is the traveler's responsibility to keep their original receipts for up to one year.

13.1 *Missing or Lost Receipts*

In the event that a receipt is lost or was not received, the traveler shall be responsible for providing acceptable verification of the amount to be reimbursed. In the absence of acceptable verification, the traveler will not be reimbursed. The Travel Central manager may request an exception to this policy in writing to the appropriate approval party, if deemed necessary.

13.2 *Receipts in a Foreign Currency*

Foreign currency will be calculated in the Concur Travel System.

14.0 Relocation

The ORISE relocation policy is based on FAR 31.205-35, Relocation Costs. Relocation benefits may be subject to federal income tax. Consult the Internal Revenue Service publication 551, 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.

Relocation costs covered may include:

- Travelers moving themselves, their families (i.e., spouse and dependents living in the household), their household furniture, and their effects to the assigned appointment location.
- One house-hunting trip for the participant and/or spouse
- Living expenses for the participant and their immediate family who live with them while housing arrangements are being finalized.
- Travel expenses when the participant precedes the family to the new location or who 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 will 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 en route relocation travel (between the traveler's old and new official stations) 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 Federal Travel Regulations (FTR) Per Diem Bulletins available on the Internet at U.S. General Services Administration (GSA) website. For temporary lodging, ORISE advises travelers to secure long-term discounted rates in cities where the cost of living is high.
- When the spouse is traveling alone, the M&IE rate will be the same as that provided to the participant.
- When the spouse accompanies the participant, 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. 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 and/or trucks, related moving and packing equipment and supplies, mileage charges, gasoline 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/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, and purchase of insurance covering damage to or loss of personal property while in non-commercial transit.

For more information concerning commercial moves, contact your ORISE program point of contact, or your Travel Central POC.

14.1.1 Refund Requirements

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