

1. Prior to any travel Contractor is required to have written approval as either an e-mail or travel workflow from the PM of project.
2. Travel Purchase Requirements:
  - A. Air Travel – USG requires the purchase of lowest and best fare available during the normal course of business hours. In addition to the detailed paid receipt for the flights purchased three (3) examples of the same travel as the purchased ticket is to be provided to document the cost of fare. Travel websites can be used to document this.
  - B. Rental Cars – Liability insurance purchased or refueling purchased on the rental agreement will not be reimbursed. Contractors agency (Supplier) is required to have enough liability insurance. To be reimbursed, rental car fuel must be purchased and documented outside of the rental agency.
  - C. Hotel – Any charges for meals or sundries charged to the room must be further documented with detailed receipts documenting what was purchased. As an example: breakfast purchased at the hotel and room charged; a receipt showing the name of the establishment, date, and the details and dollar value of what was purchased is required.
  - D. Mileage - for personal use of vehicle is documented by a printout from an online site, showing the From and To Destination Addresses with the mileage.
  - E. Meals – All meals must have a legible detailed receipt for reimbursement. Alcohol is not an allowable reimbursable expenditure and should either be charged to a separate receipt or noted next to the receipt.
  - F. Contractors will not be reimbursed for meals or hotel expenses that exceed the applicable USG daily per diem rate. Per FAR regulations personal expenditures are not reimbursable.
  - G. Link to search for USG per diem rates for travel - <https://www.gsa.gov/travel-resources>
3. Documentation Required – Within 5 business days of completion of travel the following documentation, in the sequence listed below, is to be prepared and submitted to the PM as one file.
  - A. Government Travel Justification Summary - form BP-19-01-F06, filled out, signed, and dated by the contractor. Please follow up with sourcing or project PM for the latest version of this document.
  - B. Summary of travel expenses- header has Contractors name and dates of travel, detail shows by day, by category, the summary of expenses for that day. Air travel is to be recorded on first day of air travel. Rental car is recorded on the date car is returned and final receipt of cost is received. Summary is to be totaled by day. The total of all days is to agree with the amount of requested reimbursement.

Contractor Travel Guidelines for USG Projects as Defined in BP-19-01

- C. Legible, detailed, and itemized receipts by day for every expense. Refrain from handwriting information on or near the receipts. Receipts are to be provided for all expenses, regardless of the dollar amount of the purchase itself. All information regarding travel is to be consolidated into one file known as the package.

4. Processing by Contractor

- A. Contractor will forward the completed package to the PM.
- B. Once PM has reviewed and approved by signing the Government Justification Summary, they will forward the completed package to the Contractor. The projects Government Accounting Analyst will also receive a copy.
- C. Contractor will then enter to Oracle by category their reimbursable expenses and forward the completed detailed package to their Agency.

5. Processing by Agency/Supplier

- A. When the agency receives the signed travel packet from their employee, they will validate the package against their Vendor Reconciliation Report. Any values not on the report or lines on the report that have not been approved (if not approved Purchase Order field will be blank) need to be reconciled before proceeding. Ensuring that all lines are accounted for, agree to the correct dollar amount and have been approved will prevent additional work and delays.
- B. Once the Travel report agrees to the reconciliation report the Agency can proceed to enter the value into I-Supplier for reimbursement. A hard copy of the Agency's Invoice and the detailed Travel Report are to be attached via I-Supplier.
  - a. T&L is to always be invoiced apart from invoicing for Labor hours.
  - b. T& L is invoiced once for the entire trip. Crossover of FW's or Calendar months is not uncommon.
  - c. T &L for multiple trips or people can be invoiced together providing the body of the hard copy invoice breaks out and totals, each individual by trip. At a minimum: Persons name, Dates of Travel, Travel Destination, and total value of that specific T&L report.

If there are any circumstances that are not covered or questions on how to report an unusual item, please feel free to contact your immediate supervisor.