

## **CONTRACTOR TRAVEL REIMBURSEMENT GUIDELINES**

**November 2012**

### **1.0 INTRODUCTION**

The Contractor should have a policy that requires its employees to use sound business judgment in both determining the need for travel, as well as in expending Contractor financial resources when travel is necessary. The following guidelines are provided to assist the Contractor in its compliance with contractual requirements to limit expense reimbursement to those costs that do not exceed FDIC travel reimbursement guidelines. Travelers will not be reimbursed for excess costs caused by:

- An indirect route as a matter of personal preference
- Premature departure for personal reasons from a temporary location; or
- Extending a stay for personal reasons.

### **2.0 APPLICABILITY**

To be entitled to Lodgings-Plus per diem reimbursement, the contract must allow for travel and the Contractor's employee must be on a temporary assignment that is at least 50 miles in distance from either his/her office or residence. If a temporary assignment concludes during the workday and is located within 100 miles of the Contractor's employee's official station or residence, the Contractor's employee is expected to return to their residence, rather than remain at the temporary location overnight. The cost of travel for spouses, other family members, and friends is not reimbursable under any circumstances.

### **3.0 TRAVEL AUTHORIZATION**

Contractors shall ensure that all travel on behalf of the FDIC is necessary and allowable under the contract. A management official of the Contractor shall authorize all travel and travel vouchers reflecting travel expenditures.

### **4.0 AIR TRAVEL**

Air travel should be in coach class only, unless the contractor's employee bears the cost of the difference between coach and first class. Travel should be planned as far in advance as possible to take advantage of discounted fares; especially if reasonable certainty exists that the event will take place. If more than one air carrier offers service, travel should be on the carrier that offers the lowest price. If a restricted fare is booked and the Contractor's employee requires a change, a reasonable exchange fee may be claimed. Contractor's employees are required to fly on U.S. flag carrier service under the Fly America Act, 49 USC Section 40118, which requires employees, consultants, contractors and any other persons traveling for the federal government outside the United States via commercial air to travel by U.S. flag air carriers, unless an exception to the Act applies. For additional information, refer to the Federal Travel Regulations and/or Comptroller General Decision B-138942, March 31, 1981.

### **5.0 RENTAL CARS**

Generally, no car larger than a mid-size should be rented. The Contractor should have a policy that requires employees to compare the cost of car rental with other forms of transportation and to choose the cheaper mode of transportation. The use of rental cars, even if authorized, must be justified in writing by the traveler and attached to the voucher. Claims for rental car gasoline must be supported by original receipts.

### **6.0 LODGING**

The Contractor is expected to have a policy that provides for reasonable but not extravagant lodging accommodations for employees in travel status. The Contractor should make use of government rates whenever possible; otherwise, corporate rates or other discounts should be obtained.

# Contractor Travel Reimbursement Guidelines

**California. Department of Alcohol and  
Drug Programs. Audit Services Section**

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Pricing and Cost Accounting Darrell J. Oyer CPA, 2011-04-01 The essential reference to help federal contractors negotiate and maintain profitable contracts Now in its third edition This is the essential reference to help federal contractors negotiate and maintain profitable contracts and remain in compliance throughout the life of the contract Government contracting rules and regulations have changed significantly over the past six years This new third edition addresses these changes and more New thresholds for certification of cost and pricing data Revisions in cost accounting standards Implementation of commercial time and material and labor hour contracts New stringent ethics requirements Impact of stimulus funding Revised cost principles including excessive pass through costs post retirement benefits and travel costs Redirected audit initiatives based on the GAO review of DCAA Plus changed requirements for bidding pricing cost accounting subcontracting contract modification all the information you need to be in compliance with the new rules No other single book provides as much up to date federal procurement cost and pricing information in such a concise yet comprehensive format **Federal Register** ,1988-04 **Organ Procurement and Transplantation Network** Mr. Rohit Manglik, 2024-05-24 Explores national level systems ethical protocols logistics and legislation in organ donation and transplantation networks *Code of Federal Regulations* ,1991 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of July 1 with ancillaries **Legal Guide to Independent Contractor Status** Robert W. Wood, 2000 Avoid costly penalties by knowing the facts Now with this Third Edition you can determine independent contractor versus employee status This comprehensive volume gives you contracts that satisfy current court review along with checklists of critical issues to be resolved within each industry You can learn the standards established for independent contractor status by the IRS federal labor and employment laws and state workers compensation and unemployment compensation laws Also addressed are the consequences of erroneous classification including tax considerations pension and benefit plans and tort liability **In Re Chicago Flood Litigation** ,1996 United States Code United States, 1940 **Federal Personnel Guide, 2001** Kenneth D. Whitehead, 2001 *The Arthur Young Tax Guide 1988* Peter W. Bernstein, 1987 J. K. Lasser's Tax Guide to Your Travel and Entertainment Deductions J.K. Lasser Tax Institute, 1963 **Medicare and Medicaid Guide** ,1969 **1972 Government Contracts Guide** Commerce Clearing House, 1972 **Federal Personnel Guide** ,2007 **Commerce Business Daily** ,1999-03 **Executive Branch Contracting for Services** ,2001 **Index to the Code of Federal Regulations** ,1997 *Federal Contracts Report* ,2000 *Cumulative Changes in the 1986 Code and Regulations Reconstructed* ,1987 County of San Joaquin Alcohol and Drug Programs, Changing Echoes, Inc., Management Review, June 1, 1989 Through July 31, 1990 California. Department of Alcohol and Drug Programs. Audit Services Section, 1991 *Federal Tax Regulations* ,2017

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