

**University of California
Lawrence Livermore National Laboratory**

Consultant Travel Policy

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CONSULTANT TRAVEL POLICY

1. General

1. Introduction The Travel Policy contained herein is by reference a part of the Consultant Agreement. The travel policy serves as the basis for reimbursement of reasonable expenses incurred in the performance of Consultant's Agreement with the University of California, Lawrence Livermore National Laboratory.

2. Scope The policy and procedures contained in this document apply to all official Laboratory travel, regardless of funding source.

The Consultant is responsible for becoming familiar with the travel rules applicable to the trip.

3. Policy Official travel shall be properly authorized, processed, conducted, reported, and reimbursed in accordance with this policy. Consultants are expected to exercise good judgment in the type and amount of expense incurred.

4. Exceptions Exceptions to this policy must be approved in advance by the Consultant Office Administrator (or designee). Lodging rates up to 300 percent of the allowable rate may be approved by LLNL's designated travel agency.

5. Roles and Responsibility The following table outlines the roles and responsibilities associated with this policy.

Role	Responsibility
Consultant	<p><u>Before the trip</u></p> <ul style="list-style-type: none"> • Discuss travel plans with technical contact. • Use LLNL's preferred service providers. • Obtain approval for exceptions to this Policy. • <i>Consultants may utilize LLNL's designated travel agency.</i> <p><u>During the trip</u></p> <ul style="list-style-type: none"> • Observe propriety in type and amount of travel expense incurred. • Comply with limits outlined in this Policy. <p><u>After the trip</u></p> <ul style="list-style-type: none"> • Complete and submit travel expense report to Consultant Office in a timely manner.
Technical Contact	<ul style="list-style-type: none"> • Approve Consultant's proposed travel plans • Ensure that Consultant's expenses represent official LLNL business and are in accordance with this policy.
Consultant Office	<ul style="list-style-type: none"> • Approve any exceptions to this travel policy prior to trip.

1. **General** *continued*

6. **Definitions**

The following definitions apply to this policy:

Domestic

Business points within the continental United States (CONUS) and its possessions is domestic travel.

Foreign

Business points outside of Canada, Mexico, and the continental United States and its possessions is foreign travel. Travel to states and United States possessions outside the continental United States, Canada, and Mexico is reimbursed using foreign travel policies; however, approval of the director and DOE/HQ is not required nor is the Request for Approval of Official Foreign Travel form (DOE 1512).

Non-Foreign Overseas

Business points in Alaska (AK), Hawaii (HI) and US possessions.

Primary Work Site

The place where the major portion of the consultant's work time is spent, or the place to which the Consultant returns during working hours upon completion of special assignments.

Vicinity of Primary Work Site

The corporate limits of the city or town where work site is located.

Duration of Travel

Travel begins on the day (time) when the consultant departs his/her home, office, or other authorized point and ends on the day (time) when he/she returns home, to the office or other authorized point.

7. **Approvals**

Travel must be requested and approved by the LLNL technical contact named in the Consultant Agreement in order to be reimbursable.

Consultants are responsible for discussing their travel plans with their technical contact in order to:

- obtain informal approval prior to the trip, and
- obtain formal approval for reimbursement after the trip.

Advance written approval is required from the Consultant Office Administrator (or designee) for any exceptions to this Travel Policy.

8. **Reservations and Service Providers**

Reservations required for official travel by Consultants are expected to be arranged through the designated travel agency whenever practicable.

Airfare costs must be charged to the Consultant's personal credit card account unless precluded by emergency circumstances.

Consultants are requested to use the Laboratory's negotiated rates with selected air carriers, hotels and rental car agencies where available and reasonable.

1. **General** *continued*

9. Reimbursement Travel, and related expenses, performed outside the scope of the Consultant Agreement will be denied. This includes, but is not limited to, travel performed:

- prior to the execution of the Agreement,
- after the expiration of the Agreement,
- at a location not included in the Agreement,
- during the term of the Agreement, but without prior approval of the technical contact, and
- travel costs in excess of those allowed within this travel policy.

Only those travel expenses which are ordinary and necessary to accomplish the official business purpose of the trip are eligible for reimbursement.

Entertainment expenses, including alcohol, are not reimbursable.

Consultants will be responsible for all unapproved travel and related expenses.

10. Interrupted Itinerary

If official business travel is interrupted for personal convenience, any resulting additional expense shall be borne by the Consultant.

2. Transportation Expenses

1. **Guideline** Consultants must utilize the most economical mode of transportation and the most usually traveled route consistent with the business purpose of the trip. For domestic and foreign travel, commercial air travel is the recommended method of travel to official business destinations.
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2. **Air Travel** The following guidelines apply to air travel.

Use of American Carriers

All commercial air travel between the United States and a foreign country and between foreign countries shall be via American flag carriers as required by Public Law No. 93-623, "Fly American Act." This applies to international charter flights and any travel to/from Canada or Mexico.

Foreign carriers can be used only under the following circumstances:

- A wait of four or more hours would be necessary while en route to transfer to an U.S. carrier to proceed to the intended destination.
- A flight is interrupted for refueling, repairs, etc., for a stop anticipated to be six or more hours, and no U.S. carrier is available during this period.
- The use of a U.S. carrier increases the trip by 24 or more hours from the origin airport to the destination airport.
- The elapsed travel time on a scheduled foreign carrier from the origin airport to the destination airport is three hours or less, and service by U.S. carriers would involve twice the scheduled travel time.

Lowest Available Airfare

Airfare reimbursement shall not exceed the lowest commercial discount airfare or Government contract airfare or customary standard airfare (coach or equivalent), except when such accommodations are not reasonably available. Special-fare tickets (e.g., excursion fare) should be purchased for the entire trip wherever itineraries make this practicable.

Use of Business or First Class

Advance written approval from the Consultant Office Administrator (or designee) is required for the use of business or first-class travel.

First-class travel may be approved under the following circumstances:

- No other class of service (coach or business) is available within 24 hours of the proposed departure or arrival time.
- Use of first class is required to accommodate a disability or special medical need. (Requires proof from a medical doctor.)
- Use of first class is required because of Laboratory mission.

Business-class travel may be approved under the following circumstances:

- No other class of service is provided on regularly scheduled flights between origin and destination.
- No space is available in coach class in time to meet the mission, which is urgent and cannot be postponed.
- Use of business class is required to accommodate a disability or special medical need.
- Coach class on an authorized foreign carrier does not provide adequate sanitation or health standards.
- Is an overall savings (subsistence costs, overtime, lost productive time) compared to waiting for coach class.

2. Transportation Expenses, *continued*

2. **Air Travel**
continued
- The origin/destination is outside the Continental United States and the scheduled flight time is in excess of 14 hours. In this case, no rest stop will be approved.

Extended Travel to Save Costs

The additional expenses associated with travel that includes an extended stay (e.g., Saturday night stay) may be reimbursed when the overall savings is at least \$100 compared to the cost if the Consultant had not extended the trip.

The additional cost of lodging, not to exceed the rate at the business property, car rental, if a car rental was used for official business, meals, and parking at the point of origin will be reimbursed through the time required to qualify for the lower fare when a Consultant extends his/her stay at the business point.

Lost Tickets

Service charges for lost tickets may be reimbursed, provided such occurrences are infrequent. Charges for re-ticketing, schedule changes, etc., are reimbursed for a valid business reason, e.g., stolen ticket. The reason for the charge must be shown on the Expense Report.

3. **Travel by
Private
Automobile**

The following guidelines apply to the use of a private automobile for business travel.

Reimbursement for Travel by Private Automobile

When a private automobile is used instead of available air travel *due to business necessity*, actual mileage is reimbursed. In the absence of actual mileage, reimbursement is based on the standard highway mileage guide between the origin and destination of the trip. Consultants must drive an average of 300 miles per day. The current mileage reimbursement is listed in the Rate Schedule. No additional reimbursement is made for expenses related to the use of the automobile. Routine repairs, tires, gasoline, or other automobile expense items are not reimbursed for privately owned automobiles.

When two or more persons share a privately owned automobile, only the driver may claim reimbursement for mileage.

Charges for parking, ferry, bridge, tunnel or toll roads are allowed. Receipts are required as outlined in the Rate Schedule.

The cost of meals and lodging while in transit are allowed.

Reimbursement for Travel by Private Automobile in Lieu of Air Travel

When a private automobile is used instead of available air travel for the personal convenience of the consultant, reimbursement of transportation costs by private automobile shall not exceed the amount of airfare the Laboratory would have paid had the employee traveled by air.

1. **Transportation Expenses**, *continued*

3. **Travel by Private Automobile** *continued*

Reimbursement shall be the lesser of actual mileage or the lowest unrestricted coach-class airfare provided by a commercial air carrier, plus the flat-rate ground transportation allowance as specified in the Rate Schedule for travel to and from the common carrier terminals. The cost of meals and lodging, tolls, ferries and parking incurred while in transit by private automobile may be reimbursed, provided the total amount reimbursed does not exceed the cost of airfare plus transportation to and from the terminals. Consultants are strongly encouraged to contact LLNL Travel Services before traveling in order to determine the allowable airfare and reimbursement maximums.

Insurance

The Consultant assumes all risks and expenses associated with obtaining insurance deemed necessary when using a private automobile for business related travel. The cost of such insurance is ***not*** reimbursable.

Reimbursement for Travel To or From a Common Carrier Terminal

When a consultant drives a privately owned automobile to or from a common carrier terminal the following reimbursement may be claimed:

- mileage and tolls for one round trip, and parking for the duration of the trip; or
- mileage and tolls for two round trips, and same day parking.

Receipts are required as outlined in the Rate Schedule.

4. **Rental Vehicles**

Rental cars may be used for transportation to or from a common carrier terminal. Rental cars may also be used upon arrival at the official business destination when the use of public transportation is not practicable. Only commercial agencies may be used.

Reimbursement

Reimbursement is limited to standard sedans or a vehicle commensurate with the requirements of the trip. The cost of the rental car and gasoline is reimbursed. Receipts are required as outlined in the Rate Schedule.

The car must be turned in promptly. Additional daily charges will ***not*** be reimbursed.

Insurance

The Consultant assumes all risks and expenses associated with obtaining insurance deemed necessary when using a rental car. The cost of such insurance is not reimbursable.

5. **Railroad or Bus Travel**

Business Necessity

When railroad or bus travel is used instead of available air travel due to business necessity, actual expenses are reimbursed.

Reimbursement for the cost of a Pullman roomette accommodations is allowed in lieu of lodging expense for each night that Pullman accommodations are used.

The cost of meals and lodging while in transit are allowed.

Reimbursement for Travel by Railroad or Bus in Lieu of Air Travel

When travel by railroad or bus is used instead of available air travel for the personal convenience of the consultant, reimbursement of transportation costs by railroad or bus shall not exceed the amount of airfare the Laboratory would have paid had the employee traveled by air.

1. **Transportation Expenses, *continued***

5. **Railroad or
Bus Travel
*continued*** Reimbursement shall be the lesser of the actual railroad/bus fare and the lowest unrestricted coach-class airfare provided by a commercial air carrier, plus the flat-rate ground transportation allowance as specified in the Rate Schedule for travel to and from the common carrier terminals. The cost of meals and lodging, tolls, ferries and parking incurred while in transit by rail or bus may be reimbursed, provided the total amount reimbursed does not exceed the cost of airfare plus transportation to and from the terminals.
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6. **Private
Aircraft and
Motorcycles** Private aircraft, motorcycles or motor-driven cycles are **not** authorized for use on official Laboratory business, nor will any reimbursement be made for the use of such vehicles.
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7. **Ground
Transportation** The following guidelines apply to ground transportation to or from a common carrier terminal and at the business point.

Taxis

The cost of the taxi ride plus gratuity will be reimbursed. Receipts are required as outlined in the Rate Schedule.

Airport Limousine/Shuttle Service

The cost of the airport limousine/shuttle plus gratuity will be reimbursed. Receipts are required as outlined in the Rate Schedule.

Local Buses, Streetcars, and Subways

Local bus, streetcar, and subway fares are reimbursed. Receipts are **not** required.

3. Living Expenses

1. Lodging

Lodging expenses for travel within the Continental United States (CONUS) are reimbursed at actual cost, up to the maximum established in the General Services Administration Federal Travel Regulation Maximum Per Diem Rates. Lodging taxes are not included in the GSA per diem rate for lodging. If the room rate plus taxes exceed the established maximum, lodging taxes can be claimed as a Miscellaneous Expense.

Lodging expenses for travel within Alaska, Hawaii and United States possessions are reimbursed at actual cost, up to the maximum in accordance with non-foreign locality per diem rates issued by the Department of Defense.

Hotel reservations, except those for conference, meeting or training where the host has reserved a block of discounted rooms, should be booked through the designated travel agency unless precluded by emergency circumstances.

The amount reimbursed shall not exceed 300 percent of the applicable Federal rate. When the amount claimed exceeds the applicable maximum rate for the location of travel (but not more than 300 percent), the Consultant must obtain prior approval from LLNL's designated travel agency. See Appendix B for more information on procedures related to lodging expenses that exceed the applicable government maximum.

Receipts or substantiated charges are required as outlined in the Rate Schedule. Hotel bills should show hotel name and location, dates room is occupied, and rate per day. Other items appearing on hotel bills are allowed only if specifically explained as reimbursable.

Costs incurred by failure to cancel hotel reservations are only reimbursable if due to a business reason.

When accommodations are shared with other than an official consultant, reimbursement is limited to the cost that would have been incurred had the Consultant been traveling alone.

If lodging is shared by two individuals on official LLNL travel, reimbursement to each consultant is limited to one half the double occupancy rate.

While consulting at LLNL's Livermore site, Consultant will be paid per diem and lodging rates applicable to Alameda County. If Consultant chooses to stay outside of Alameda County for personal reasons, Consultant will be responsible for all costs higher than the lowest available rate. Prior approval by the Consultant Office is required for the Consultant to stay beyond a 50 mile radius of the Laboratory.

2. Non-Commercial Lodging

Consultants lodging in non-commercial facilities such as house trailers or field camping are reimbursed actual expenses up to the maximum applicable lodging rate.

3. Lodging with a Friend or Relative

When a consultant lodges with a friend or relative, an offsetting donation may be provided to the host as specified in the Rate Schedule. The offsetting donation must not be monetary, entertainment, a token such as flowers, dinner or alcohol. The offsetting donation is intended to offset actual costs incurred by the host in accommodating the consultant. No other reimbursement is made for lodging. One donation per stay may be provided to a host. Receipts are required.

3. Living Expenses, *continued*

- 4. Meal and Incidental Expenses** For domestic travel wholly within the continental United States, daily meal and incidental expenses shall be reimbursed in accordance with the General Services Administration Federal Travel Regulation Maximum Per Diem Rates. This daily expense allowance is for meals, valet service, all fees and tips to waiters, porters, baggage handlers, and other hotel employees, and laundry and dry cleaning if travel lasts fewer than four nights.
- Travel within Alaska, Hawaii and United States possessions shall be reimbursed in accordance with non-foreign locality per diem rates issued by the Department of Defense.
- Expenses for entertainment and personal convenience items such as alcohol, in-room movies, reading material and clothing are not reimbursed.
- Meals and incidental expenses for the first and last day of travel are reimbursed at 75 percent of the applicable maximum per diem rate.
- Meals and incidental expenses are not reimbursed for travel lasting less than 12 hours.
- Travel of more than 12 hours but less than 24 hours, meals and incidental expenses are reimbursed at 75 percent of the applicable per diem rate.
- When a meal(s) is furnished at nominal or no cost or is included in a registration fee, the amount claimed for meals and incidental expenses must be adjusted per the adjustment table shown in the Rate Schedule. This does not apply to meals provided by common carriers or complimentary meals provided by hotels/motels.
- Daily expenses incurred within the vicinity of the consultant's primary work site shall not be reimbursed
- Reimbursement may be made for actual costs of meals that are part of an organized conference/meeting, if a consultant is authorized to attend a conference/meeting that includes a meal, which is not covered by the conference fee, as part of the agenda.
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- 5. Daily Allowance and Lodging Allowance for Extended Travel** A consultant remaining at one location for 30 days or more but not more than 6 months shall be considered on extended travel. The 30 days begins on the first day at the assignment location. Consultants on extended assignments should use establishments catering to the long-term visitor (e.g., weekly or monthly rentals). The extended travel daily allowance is reimbursed as outlined in the Rate Schedule. This reimbursement is based upon actual expenses up to the maximum of the General Services Administration Federal Travel Regulation Maximum Per Diem Rates established for the county of the location and includes the cost of lodging (housekeeping, utilities and furniture rental), meals and incidental expenses.
- The consultant's Directorate/Program and the Consultant Office Administrator (or designee) will jointly determine the reimbursement rate up to the ceiling allowed by this policy.
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4. Miscellaneous Expenses

1. General Miscellaneous expenses that are ordinary and necessary to *accomplish the official business purpose* of the trip are reimbursable. **Receipts are required for all miscellaneous expenses.** The most common of these expenses are:

- Use of computers, printers, faxing machines, and scanners.
 - Postage and delivery.
 - Domestic lodging taxes.
 - Visa fees.
 - Laundry and dry-cleaning services if travel lasts four or more nights.
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2. Telephone Calls Telephone calls should be made in the most economical method possible.

Business related direct dial calls may be claimed as a Miscellaneous Expense on page 2 of the Claim for Consulting Services form or at #11 on page 3 (Expense Report). ***Claims for phone calls require a statement of the date, person called and place called.***

Personal phone calls are ***not*** reimbursable.

5. Foreign Travel

1. General In general, the policies contained in this document apply to all travel, whether domestic or foreign. However, there are some specific rules governing foreign travel, which may augment or differ slightly from the general policy. If there is a question about the applicable policy, please contact the Consultant Office.

2. Requests Foreign travel requires **prior** approval of both the LLNL Director and Department of Energy (DOE) Headquarters. The Consultant's technical contact must complete the following forms at least 60 days prior to the travel.

- Request for Approval of Official Foreign Travel (DOE 1512). The form must be filed by the Laboratory with the DOE at least 40 days (60 days if travel is to a sensitive country or to major conferences as defined by the DOE) prior to the projected travel.
- A Foreign Reimbursement Request (LL-5031) must also be completed if full or partial funding is provided by other than the DOE.

NOTE: The approval of the director and DOE/HQ are not required for travel to Canada and Mexico, nor is the Request for Approval of Official Foreign Travel (DOE 1512).

3. Foreign Currency When expenditures are made in foreign currencies for allowable items not included in the Daily Allowance reimbursement will be made at the actual conversion rate obtained. Expenses paid by credit card are reimbursed at the rate used by the credit card company. Currency obtained by cash, check or travelers checks, including fees charged for such conversion, are reimbursed at actual cost, if a receipt is provided. In the absence of a receipt showing the rate of conversion, the official bank rate of exchange at the time of conversion is used.

4. Daily Living Expense Allowance Reimbursement for daily living expenses, including lodging, meals and incidentals is limited to amounts published in the U.S. Department of State Maximum Travel Per Diem Allowances for Foreign Areas. The amount reimbursed may not exceed 300 percent of the applicable Federal rate.

When actual expenses are claimed and the amount exceeds the applicable maximum rate for the location of travel, the consultant should obtain prior approval from his or her supervisor or person who approves his or her travel and provide a written explanation with the Travel Expense report showing the existence of special or unusual circumstances. See Appendix B for procedures related to claiming actual expenses.

Meals and incidental expenses for the first and last day of travel are reimbursed at 75 percent of the applicable maximum per diem rate.

When a meal(s) is furnished at nominal or no cost by the government or is included in a registration, the amount claimed for meals and incidental expenses must be adjusted per the adjustment table shown in the Rate Schedule.

5. Trip Reports DOE requires that a brief technical report must be prepared and submitted within 30 days upon completion of travel. Instructions for preparation and submission of the report are supplied by the Laboratory's Foreign Travel Office.

6. Travel Expense Settlement

1. **Documents** The Consultant's Claim for Consulting Services/Expense Report serves as the final trip approval document.

2. **Approval** Official travel is reimbursed only when the consulting services and travel expenses were rendered in accordance with the Consultant Agreement and have been approved/certified by the Consultant's technical contact.

3. **Pro-Rating of Expenses** When the travel is also for another organization or for personal reasons, all related travel expenses and allowances shall be equitably prorated. The related expense report shall clearly explain all items of cost, including the periods of time, dates and hours, devoted to other than Laboratory business.

4. **Reimbursement** The expense report should be submitted to Consultant Claims Office within 15 days after the completion of a trip.

Reimbursement of consulting fees and CONUS travel expenses will be made within 30 days of receipt of a correctly completed Claim for Consulting Services form by the Consultant Claims Office. Reimbursement of foreign travel services will be made by LLNL's Travel Accounting Office.

Incomplete claims will be returned to the Consultant.

5. **Receipts Not Available** When receipts are required but cannot be obtained or have been lost, a statement providing the reason for the unavailability or loss should be noted on the Consultant's Expense Report. In the absence of a satisfactory explanation, the amount involved will **not** be reimbursed.

Because lodging receipts may include charges that are not reimbursable, the consultant will not be reimbursed until a copy of the receipt or a facsimile document containing itemized charges for the room, e.g., taxes, telephone, etc., from the hotel has been provided.

When actual lodging is being claimed (exceeds the maximum standard in the appropriate government publication) consultants are advised to include a copy of the itinerary provided by the contract travel agency. See Appendix B for more information on procedures for claiming actual lodging.

Ticketless Airfare Expenses

One of the following documents is required for reimbursement for ticketless airfare expenses:

- an original copy of the itinerary/confirmation or a written receipt (requested by the consultant at the airport), or
 - a passenger receipt coupon (requested by the consultant when making the reservation) is submitted with the Expense Report.
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Appendix A. Rate Schedule

Government Per Diem Schedules

Please see the following Web sites for the current maximum per diem rates:

Continental United States (CONUS)

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd99d.html>

Alaska, Hawaii, and United States Possessions

<http://www.dtic.mil/perdiem/pdrates.html>

Foreign Countries

<http://www.state.gov/www/perdiems/index.html>

1. Reimbursement Schedules

- **Subsistence Reimbursement for Travel Within the Continental United States (CONUS)**

	<i>Less than 30 days</i>	<i>More than 30 days</i>
Daily meals and incidental expenses (<i>M&IE</i>).	CONUS M&IE per diem rate, issued by General Services Administration. 75 percent of per diem for first and last day of travel.	An appropriate amount, not to exceed the General Services Administration Federal Travel Regulation maximum per diem.
Lodging.	Actual lodging expenses supported by a receipt, up to the CONUS lodging per diem amount issued by the General Services Administration. Taxes on lodging may be claimed as a miscellaneous expense. For travel involving special or unique circumstances, reimbursement of actual and necessary itemized daily subsistence expense may not exceed 300 percent of per diem. See approval requirements in Appendix B.	Actual lodging expenses supported by a receipt, up to the CONUS lodging per diem amount issued by the General Services Administration. Includes cost of lodging, housekeeping, connecting/disconnecting utilities, and furniture rental.
Daily meals and incidental expenses for travel of at least 12 hours, but less than 24 hours.	75 percent of the CONUS M&IE per diem rate, issued by General Services Administration.	N/A.
Daily meals and incidental expenses for travel that is less than 12 hours.	No reimbursement.	N/A.
Daily meals and incidental expenses in the vicinity of the Consultant's primary work site.	No reimbursement.	N/A.
Lodging with friends or relatives.	Actual costs incurred by host, supported by receipt, up to \$75; no other lodging reimbursed.	N/A.
Daily expenses for lodging in non-commercial facilities.	Actual expenses supported by a receipt, up to the CONUS lodging per diem amount issued by the General Services Administration.	N/A.

Appendix A. Rate Schedule *continued*

- **Reduction of M&IE for meals provided at nominal or no cost or included in a registration fee:**

<i>M&IE</i>	<i>\$30</i>	<i>\$34</i>	<i>\$38</i>	<i>\$42</i>	<i>\$46</i>
Breakfast	\$6	\$7	\$8	\$9	\$10
Lunch	\$6	\$7	\$8	\$9	\$10
Dinner	\$16	\$18	\$20	\$22	\$24

- **Subsistence Reimbursement for Travel Within Alaska, Hawaii and United States Possessions (OCONUS)**

<i>Subsistence Reimbursement for Travel</i>	<i>Less than 30 days</i>	<i>More than 30 days</i>
Daily meals, incidental expenses and lodging expenses.	Non foreign M&IE per diem rate, issued by the Department of Defense. 75 percent of per diem for first and last day of travel.	An appropriate amount, not to exceed the non-foreign locality per diem rate.
Lodging.	Actual lodging expenses supported by a receipt, up to the lodging per diem amount issued by the Department of Defense. For travel involving special or unique circumstances, reimbursement of actual and necessary itemized expenses not to exceed 300 percent of per diem.	Actual lodging expenses supported by a receipt, up to the lodging per diem amount issued by the Department of Defense includes cost of lodging, housekeeping, connecting/disconnecting utilities, and furniture rental cost of lodging.

- **Subsistence Reimbursement for Foreign Travel**

	<i>Less than 30 days</i>	<i>More than 30 days</i>
Daily meals, incidental expenses.	U.S. Department of State Maximum Travel Per Diem Allowance for Foreign Areas. 75 percent of per diem for first and last day of travel.	An appropriate amount, not to exceed the Maximum Travel Per Diem Allowance for Foreign Areas.
Lodging.	Actual lodging expenses supported by a receipt, up to the lodging per diem amount issued by the U.S. Department of State. For foreign travel involving special or unique circumstances, reimbursement of actual and necessary itemized daily expense not to exceed 300 percent of per diem.	Actual lodging expenses supported by a receipt, up to the lodging per diem amount issued by the U.S. Department of State. Includes cost of lodging (housekeeping, utilities, and furniture rental).

Appendix A. Rate Schedule *continued*

- **Reduction of meals provided at nominal or no cost to government, or included in registration fee (based on applicable per diem rate):**

- Breakfast 15%
- Lunch 25%
- Dinner 40%

- **Transportation**

Private auto	36 cents per mile (subject to change).
Ground Transportation Allowance.	For travel by private auto, train or bus in lieu of air for personal convenience: \$20 each way

2. Receipts Required

Bills or receipts marked paid or substantiated charges are required for the following items:

- Air, rail, bus, or ship ticket stubs or passenger coupons. For air tickets purchased through the contract agency and charged to the central air travel billing account, the electronic ticket information from the electronic billing file provided by the contract agency can be used in lieu of the passenger coupons.
- A proof of purchase receipt (i.e., passenger coupon, credit card statement, canceled check) must be provided for tickets not purchased through the contract agency.
- Ticketless air travel: original copy of the itinerary/confirmation or a written receipt (requested by the Consultant at the airport), or a passenger receipt coupon (requested by the Consultant when making the reservation).
- Rental car, regardless of cost.
- Hotel or other lodging for domestic, non-foreign, and foreign travel.
- Documentation of meeting/conference if lodging was above maximum.
- Taxi, limousine, or air taxi fares if fare plus tip is \$75 or more. Receipt must show date, destination, and company name.
- Parking for official, rental, or personal vehicles for amounts \$75 or more per official business day.
- Rental car service and gasoline expenses of \$75 or more.
- Any item not specified within this policy – in any amount.
- Offsetting donation for lodging with friends or relatives – in any amount.

NOTE: Any part of these expenses covering entertainment or alcohol is not reimbursable.

Appendix B. Procedures for Obtaining and Documenting Lodging That Exceeds the Applicable Maximum Rate

Processing Lodging Reimbursement Greater than the Maximum Lodging Rate (Foreign & Domestic)

The Federal Travel Regulations allow employees to claim actual lodging expenses up to 300 percent of the applicable rate when there are special and unusual circumstances. The following matrix outlines the procedures for approving exceptions.

All hotel reservations (except conference, training and meeting hotels where a block of rooms has been reserved by the host) are to be made through the designated travel agency unless precluded by emergency circumstances.

<i>Special & Unusual Circumstances</i>	<i>Booking Agency Action</i>	<i>Lab Approval/Documentation</i>
<p>Lodging at hotel where conference, meeting or training held.</p> <p>Consultant may contact hotel directly to obtain the “conference” rate.</p> <p>In most cases, the Consultant will not need a rental car.</p>	<p>If hotel booked through LLNL’s designated travel agency, which will document itinerary: “conference/meeting/training hotel.”</p>	<p>Consultant indicates exception as “conference/meeting/training hotel” on Consultant’s Expense Report</p> <p>Provides evidence such as conference announcement, agenda, etc. with receipts.</p> <p>Documentation will demonstrate cost savings such as reduced transportation costs.</p>
<p>Lodging costs have escalated because of special events or natural disasters such as sporting events, large trade shows, etc. Consultant needs to demonstrate cost savings.</p> <p>Consultant books lodging through LLNL’s designated travel agency.</p>	<p>LLNL’s designated travel agency calls at least 3 reasonable hotels in the business area. Agency will indicate on itinerary that “unable to obtain government rate. Rate booked is lowest available.”</p> <p>If Consultant refuses the “lowest available” rate, LLNL’s designated travel agency will note the refusal and advise the Consultant that the delta between the lowest available and actual rate is the Consultant’s personal responsibility.</p>	<p>Consultant indicates exception as “escalated costs due to special event (insert event name)” on Consultant’s Expense Report.</p> <p>Consultant provides copy of itinerary that includes LLNL’s designated travel agency documentation related to non-availability of government rate with receipts sent with the Expense Report.</p> <p>Consultant Office Administrator (or designee) can not approve reimbursement above the lowest available rate documented by LLNL’s designated travel agency.</p>
<p>Mission Requirement. i.e., Consultant required to do business in a certain location on certain days. No lodging available at the government rate.</p>	<p>LLNL’s designated travel agency calls at least 3 reasonable hotels in the business area. Travel agency will indicate on itinerary that “unable to obtain government rate. Rate booked is lowest available.”</p> <p>If Consultant refuses the “lowest available” rate, LLNL’s designated travel agency will note the refusal and advise the Consultant that the delta between the lowest available and actual rate is the Consultant’s personal responsibility.</p>	<p>Consultant indicates exception as “government rate not available in business location” on Consultant’s Expense Report.</p> <p>Consultant includes copy of itinerary that includes LLNL’s designated travel agency documentation related to non-availability of government rate with receipts sent with the Expense Report.</p> <p>Consultant Office Administrator (or designee) can not approve reimbursement above the lowest available rate documented by LLNL’s designated travel agency.</p>

Appendix B. Procedures for Obtaining and Documenting Lodging That Exceeds the Applicable Maximum Rate *continued*

<i>Special & Unusual Circumstances</i>	<i>Booking Agency Action</i>	<i>Lab Approval/Documentation</i>
<p>Personal Safety Concerns.</p> <p>Consultant has concerns that available hotel(s) within the maximum lodging rate are not safe.</p>	<p>LLNL's designated travel agency will refer Consultant to Travel Services Group Leader for assistance.</p> <p>Consultant to discuss concerns with the Consultant Office.</p>	<p>Travel Services will work with the Consultant and agency to find hotel that meets personal safety criteria. If suitable lodging isn't available at government rate, Travel Services will approve exception to the maximum lodging rate.</p>
<p>Other unplanned circumstances encountered by Consultants such as:</p> <p>Government rate booked but not available upon arrival at hotel.</p> <p>Flight cancelled; Consultant required to spend night in airport hotel and not compensated by airline.</p>	<p>No action.</p>	<p>Consultant explains exception in Extensity or on travel voucher.</p> <p>Consultant Office Administrator (or designee) approves/denies exception.</p>