

## Authorized Travel Expenses When Deployed to a Site

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### **General Guidelines for Expenses**

#### **Working within 50 miles of employee's home airport:**

- Hotel and per diem are not authorized
- Commute / travel time cannot be charged
- Mileage and tolls will not be reimbursed.
- Airport/hotel parking is authorized, but is limited to \$20 per day, without approval.

#### **Travel Over 50-miles and less than 200-miles:**

- Hotel and per diem are authorized.
- POV or rental car will be authorized.
- Mileage and tolls are authorized for POVs.
- Airport/hotel parking is authorized, but is limited to \$20 per day, without approval.
- Airfare may be authorized and/or required in certain circumstances.
- Taxi to/from home airport is authorized if less than long term airport parking for the deployment period.

#### **Travel Over 200 miles:**

- Hotel and per diem are authorized.
- POV or rental car will be authorized.
- Airfare is authorized
- Airport/hotel parking is authorized, but is limited to \$20 per day, without approval.
- Taxi to/from home airport is authorized if less than long term airport parking for the deployment period.

### **Travel Time**

#### **Travel Time is limited to up to 8 hours per travel day to a temporary duty assignment**

#### **Travel Labor reimbursement is limited to up to 8 hours per travel day to a temporary duty assignment.**

This policy for Alltech is based on Department of Labor (DOL) guidelines, which does not consider as work time, any time spent in travel away from home, outside of regular working hours, as a passenger on an airplane, train, boat, bus, or automobile. In other words, the act of traveling is not considered work beyond the normal work day.

At a minimum, any employee traveling on a scheduled workday will be paid for the number of hours for which the employee is regularly scheduled to work, which is an 8-hour day. If an employee travels on a weekend or other non-workday, they are entitled to be paid up to the hours of a normal workday, based on actual travel time.

#### **Examples;**

- If you travel on a Saturday or Sunday, you can charge actual travel time, up to a max of 8 hours.
- If you work 4 hours, and travel for 6 hours, you can charge a max of 8 hours for the day.
- If you work 10 hours based on an approved schedule, and travel for 4 hours, you can charge for 10 hour of work time only.

**If you need to travel beyond this 8 hour limit** to meet mission requirements, it must be approved in advance. For example, if you travel to airport 1 in the morning for meetings and have 8 hours of time at 4:00 PM, and need to drive to airport 2, three hours away to be ready for a meeting the next day you must have the additional time approved.

## **Per Diem – Meals (per GSA rate)**

- Travel to/from home: 75% of daily M&IE rate for work station assigned, regardless of hours worked.
- While on site: 100% daily M&IE rate based on where you are staying
- Travel from site to site: 100% daily M&IE rate (use rate for destination airport).
  
- Where to lookup Per Diem Rates: (
  - <http://www.gsa.gov/portal/category/21287>

## **Airfare, Lodging and Rental Cars**

- Provided by Travel Service

### **Airfare:**

- Travelers must use the lowest airfare on the flight selected to meet their mission requirements. This includes the lowest available coach class airfare on the flight selected including non-refundable if that is the lowest available fare on the selected flight. Travelers are not required to take flights that require circuitous routing, require travel during unreasonable hours or are not reasonably available to meet mission requirements.
- Upgrade for preferred seating is **not** allowed.
- Checked Baggage fees are allowed and must be submitted with a receipt

### **Lodging:**

- Hotels must be at or below per diem rates
- You will be required to provide a personal credit card at check-in for incidental expenses billed to the room.
- Personal charges for movies, room service, or other purchases are not allowed and must be separated onto your personal credit card

### **Cars:**

- Rental cars must be returned with a full tank of fuel.
- Fuel used for personal reasons or sightseeing is **not** authorized.
- Rental charges for GPS or Toll Transponders is **not** allowed.

## **Office Supplies**

- Must have Manager or designee approval prior to purchase.

## **Laundry**

- Up to \$30 per week is authorized for laundry, cleaning and pressing of clothing if you incur a minimum of 7 consecutive nights (8 consecutive days) lodging on official travel.

## **Receipts**

- Receipts are **required** for all items, such as parking, approved office supplies, fuel, taxi and internet connections (all costs incurred except for meals/per diem).
  
- Tips are not an authorized expense and are included in the daily Per Diem amount as incidental expenses.