

AUCD Travel Policies for LEND-Related Travel to/from AUCD Meetings

Federal Contract Requirements:

1. "Travel and subsistence expenses exclusively in direct performance of this contract. The Contractor shall be reimbursed for transportation costs and travel allowances in accordance with the established policy of the Contractor, but subject to the following limitations:
 - a. Such transportation cost shall not be reimbursed in an amount greater than the cost of first class rail or of economy air travel, unless economy air travel and economy air travel space are not available and the Contractor certifies to the facts in the voucher or other documents submitted for reimbursement. Travel allowances for per diem shall be reimbursed in accordance with the Contractor's established policy, but in no event shall such allowances exceed \$75.00 per day except within the corporate limits of those cities and other specified areas where higher ceiling rates have been established by the General Services Administration for Civil Service employees in travel status.
 - b. The Contractor shall be reimbursed for the cost of travel performed by its personnel in their privately owned automobile at the prevailing current government rate, not to exceed the cost by the most direct economy air route between the points so traveled. If more than one person travels in such automobile, no additional charge will be made by the Contractor for such travel between such points."

AUCD Travel Policy:

2007 AUCD Annual Meeting: Up to \$200.00 for travel to and from the 2007 AUCD Annual Meeting. Travel expenses include air and/or ground transportation as well as hotel expenses.

ALLOWABLE COSTS

Travel Regulations:

- Economy airfare to and from meeting location.
- Automobile mileage will be reimbursed at the current GSA POV Mileage Reimbursement Rate¹. Only the driver of the automobile is eligible; passengers are not eligible for reimbursement.
- In general, car rental is not an allowable expense unless pre-authorized by AUCD. Under special circumstances approval can be granted by AUCD for car rentals if the costs do not exceed the costs of an allowable form of transportation (such as subway, taxi or shuttle bus).
- Roundtrip transportation between the attendee's home city and the event site.
- Reasonable ground transportation expenses between the attendee's home or office and home city airport or bus/train station.
- Reasonable ground transportation expenses between the airport or bus/train station and the event hotel.
- Airport parking expenses based on the start and end dates of the event, and subject to a reasonable travel schedule.
- Hotel parking expenses for local or non-local attendees who drive to the event.

Lodging Regulations:

- Actual single room and tax charges are reimbursable at event hotel or at other hotel if equal to or cheaper than the event hotel.
- The number of nights authorized for reimbursement is based on the start and end times of the event, and subject to a reasonable travel schedule.
- At check-out the attendee will be responsible for payment of any additional nights of lodging, incidental expenses and the difference between the single and double room rate, if applicable.

¹ GSA POV Mileage Reimbursement Rates visit
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA_BASIC



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2007 AUCD Annual Meeting Trainee Travel Scholarship

NAME: _____ PROGRAM: _____

CHECK PAYABLE TO: _____

ADDRESS: _____

DATE(S): _____

DATE(S): November 10-14, 2007

EVENT: AUCD 2007 Annual Meeting

******PLEASE ATTACH RECEIPTS FOR ALL EXPENSES******
You are eligible for up to \$200 (per attendee)

Date	Description	Account Code	TOTAL

TOTAL SPENT \$
TOTAL REIMBURSED \$

CHECK PAYABLE TO: _____

SIGNATURE: _____

Office Use Only
 APPROVED: _____ DATE: _____