

## **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 LEND Directors Meeting: Up to \$250.00 for travel from Eastern and Central Time Zones and up to \$350.00 for travel from Mountain, Pacific and Hawaii Time Zones. Only one reimbursement amount is allowed per program. (Multiple reimbursements of less than or equal to said amounts may be allowed, however each program cannot go over their allotment.) AUCD Staff and Virtual Trainee may be reimbursed in full. Presenters may be reimbursed at a rate approved by AUCD.

2007 Discipline Meeting: Up to \$250.00 per attendee including trainees. AUCD Staff and Virtual Trainee may be reimbursed in full. Presenters may be reimbursed at a rate approved by AUCD.

## **ALLOWABLE COSTS**

### **Travel Regulations:**

- Economy airfare to and from meeting location.
- Automobile mileage will be reimbursed at the current governmental rate<sup>1</sup>. 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.

---

<sup>1</sup> See GSA POV Mileage Reimbursement Rates.

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA_BASIC)

**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.

**Meals and Incidental Expenses Regulations (M&IE):**

- M&IE will be provided to non-local attendees. Receipts are needed for any expense over \$25.00.
- M&IE covers meals, tips, reasonable telephone calls and transportation for meals.
- The M&IE rate is determined by the geographical location of the event; the current rate is determined to be \$51.00 for Washington D.C. and surrounds. Attendees will be provided 75% of M&IE for arrival and departure days, and the full M&IE all other days of the event.