

KRELL INSTITUTE

DOE CSGF Fellows' Conference Travel Guidelines

I. OBJECTIVE

Travel reimbursement will be for the DOE CSGF Annual Fellows' Conference only. If non-conference activities are combined with official travel and the total number of days away from home exceeds the number of conference business days, including travel days, then the cost of traveling to and from the destination will be prorated proportionately.

It is the intent to reimburse travelers for reasonable expenses associated with travel and to permit them to maintain a reasonable standard of living while in official travel status. The federal per diem will be used as a benchmark for travel expenses; reimbursement for airfare will be capped by coach fares

II. TRANSPORTATION

1. Drive rather than Fly

When a traveler chooses to drive rather than fly, reimbursement will be at the federal mileage rate per mile, in lieu of reasonable airfare. Saturday night stay airfare savings will be included if the travel would have included a Saturday night stay. A printout showing airfare using the same travel dates will need to be provided with the reimbursement form. The lower of the two costs will be paid. The federal mileage rate for use of a personal vehicle includes all costs except highway use tolls.

Required with reimbursement form:

1) Printout of airfare cost using *conference dates*.

2. Mileage Reimbursement

Mileage will be reimbursed at the federal mileage rate per mile. Travelers will be reimbursed for mileage to and from the airport. If the traveler elects not to leave a car at the airport, two roundtrips to the airport will be reimbursed.

3. Lodging
In most cases lodging will be direct billed to Krell Institute. The federal per diem for lodging will be used as a benchmark for hotel rates
4. Per Diem
Per diem will normally be paid at \$42 for each full day of travel, beginning before 8:00 am and extending past 6:00 pm. Partial days are based on being in travel during breakfast (8 am), lunch (noon) or dinner (6 pm), using \$7, \$14 and \$21 as a basis. Per diem may be calculated on lower rates dependent on location, as required by the program manager.
5. Rental Car
A rental car is not a necessary expense for the conference and will not be reimbursed
6. Phone Calls
One "safe-arrival" call will be reimbursed up to \$10.00.
7. Parking
Parking at the airport will be reimbursed, as will parking at the hotel if the traveler chooses to drive instead of fly.
8. Special Cases – *Authorization is required prior to travel*
 - A. Saturday Night Stay
While staying over a Saturday night frequently reduces airfare, other costs will increase. The traveler may choose to include a Saturday night stay for the conference provided the total cost, including lodging and per diem, does not exceed the total cost without a Saturday stay. It is the responsibility of the traveler to document this cost savings with a printout showing the difference in airfare savings. A Saturday night stay may be required due to budgetary reasons.

Required with reimbursement form:
 - 1) Printout showing airfare with Saturday night stay and airfare without Saturday night stay
 - 2) Ticket receipt.
 - B. Point to Point Travel
Any travel which is not point to point should be brought to the attention of fellowship coordinator prior to travel arrangements being made and will be handled on a case by case basis. A same day printout must be provided showing the point to point and non-point to point travel costs. The lowest of the compared prices will be reimbursed.

Required with reimbursement form:

- 1) Printout using point to point travel and point to nonpoint travel for dates of travel
- 2) Ticket receipt

C. Change/Cancellation Fees

A justification will be required for approval before change fees assessed by airlines will be paid. Cancellation fees assessed by a hotel for departure prior to the scheduled departure date will not be reimbursed.

D. First Class/Direct Flights

Costs for "First class" travel will not be reimbursed. Cost of direct flights will only be reimbursed when the direct flight is not more expensive than a non-direct flight. A same day printout must be provided showing the price for a direct and non-direct flight using the same dates, times and airline.

Required with reimbursement form:

- 1) Printout of direct flight and non-direct flight with same dates of travel, and times as close as possible
- 2) Ticket receipt

III. RECEIPT REQUIREMENTS

Reimbursement will be based upon original receipts. The following receipts are required for reimbursement:

- Airfare: original passenger receipt, or in the case of an e-ticket an invoice showing the cost and zero balance is required. If the airline ticket was purchased by Krell Institute no receipt is required.
- Driving expenses - tolls & other driving expenses over \$30/use
- Taxi/Shuttle/Parking - if over \$30/use
- Rental car – not reimbursable
- Hotel – single room rate & tax direct billed. Receipt required for other charges
- Other costs – if over \$30/use
- Phone calls - business related calls are reimbursable to a maximum of \$20/day. The cost of one "safe arrival" call (up to \$10) will be reimbursed. All calls need to be identified by traveler on the hotel bill showing the charge for reimbursement

IF YOUR PARTICULAR SITUATION IS NOT ADDRESSED ABOVE, PLEASE CONTACT THE FELLOWSHIP COORDINATOR FOR CLARIFICATION/APPROVAL BEFORE MAKING ARRANGEMENTS.

IV. REIMBURSEMENT REQUESTS

Requests for reimbursement of travel expenses should be submitted to Krell accounting no later than sixty (60) days following the business travel. If the request cannot be submitted within 60 days, the traveler should contact Krell and request an extension of the time period. Krell will normally reimburse travelers within two weeks of receipt of complete, appropriately documented requests.