



## 2017 Travel Policies

### Airfare:

- Coach airfare only; business and first class fares are not allowed.
- **Payment for seat selection options (ex: ChoiceSeats, Economy Comfort, Even More Room, Main Cabin Extra, Preferred Seats, Economy Plus, etc.) will not be reimbursed.**
- Tickets must be purchased within a reasonable amount of time to assure best fare.
- **If an airline ticket will cost over \$500, you must receive written approval from NADO prior to purchase or you may not be reimbursed.**
- Traveler is expected to secure the best and lowest rate possible.
- Frequent flyer miles earned are credited to the traveler's account.
- Traveler will be reimbursed for one bag per flight.

### Local transportation:

- Prior approval is required for rental cars.
- Pre-paid gas at the time of rental is not a reimbursable cost.
- Receipts are not required for bus or metro fares.
- Receipts are required for taxi fares.
- **2017** GSA Rates for privately owned vehicle mileage reimbursement rate is **\$0.535** per mile. If charging for mileage, a copy of a Google map (or similar map) showing the mileage between the two locations must be attached to the travel reimbursement form.

### Lodging:

- For any federally funded grant project, NADO and/or the traveler must do their best to secure GSA approved federal rates. The current rates can be found at [www.gsa.gov/portal/category/100000](http://www.gsa.gov/portal/category/100000) (click on Per Diem rates in left side column).
- If government rates cannot be secured, a note to the grant file must be prepared indicating that no hotel in the desired/required location was willing/able to offer federal rates. Prior approval by NADO is required.

### Per diem:

- Meals will be reimbursed **up to** the allowable daily amount per GSA rates; the current rates can be found at [www.gsa.gov/portal/category/100000](http://www.gsa.gov/portal/category/100000) (click on Per Diem rates in left side column). **Itemized receipts must be attached to the travel reimbursement.** NADO and the NADO Research Foundation will **only reimburse for actual expenses** and they must fall within the GSA guidelines and cannot exceed the established daily rate.
- Please note the government has a specific formula for per diem rates for meals. Refer to the above website for details.
- If the event you are attending includes a meal as part of the agenda and you choose not to eat that meal, you will not be reimbursed for a meal without prior approval from NADO. For example: lunch is provided but you choose to eat elsewhere at additional expense; NADO will not reimburse you for that expense without prior approval.

**Receipts/boarding passes are required for reimbursement:**

- All airfare, lodging, rental car, taxi, meal receipts must be attached to the travel reimbursement form.
- If possible, airline boarding passes should be attached to the travel reimbursement form.

**Other:**

- Mileage reimbursement in lieu of airfare will only be made with prior **written** approval; the total mileage cost cannot exceed the estimated roundtrip coach fare between the two locations. **Documentation of the applicable coach airfare must be attached to the reimbursement request.**
- Additional hotel nights to accommodate driving vs flying will not be reimbursed.
- **Travel by train is allowable; however prior written approval is required.**
- **Alcohol and entertainment expenses cannot be charged to any federally funded project and are not allowable costs.**
- Travel reimbursements can be faxed or emailed to NADO.
- **Room service is not an allowable expense.**