

CONTRACTOR TRAVEL REIMBURSEMENT GUIDELINES

November 2012

1.0 INTRODUCTION

The Contractor should have a policy that requires its employees to use sound business judgment in both determining the need for travel, as well as in expending Contractor financial resources when travel is necessary. The following guidelines are provided to assist the Contractor in its compliance with contractual requirements to limit expense reimbursement to those costs that do not exceed FDIC travel reimbursement guidelines. Travelers will not be reimbursed for excess costs caused by:

- An indirect route as a matter of personal preference
- Premature departure for personal reasons from a temporary location; or
- Extending a stay for personal reasons.

2.0 APPLICABILITY

To be entitled to Lodgings-Plus per diem reimbursement, the contract must allow for travel and the Contractor's employee must be on a temporary assignment that is at least 50 miles in distance from either his/her office or residence. If a temporary assignment concludes during the workday and is located within 100 miles of the Contractor's employee's official station or residence, the Contractor's employee is expected to return to their residence, rather than remain at the temporary location overnight. The cost of travel for spouses, other family members, and friends is not reimbursable under any circumstances.

3.0 TRAVEL AUTHORIZATION

Contractors shall ensure that all travel on behalf of the FDIC is necessary and allowable under the contract. A management official of the Contractor shall authorize all travel and travel vouchers reflecting travel expenditures.

4.0 AIR TRAVEL

Air travel should be in coach class only, unless the contractor's employee bears the cost of the difference between coach and first class. Travel should be planned as far in advance as possible to take advantage of discounted fares; especially if reasonable certainty exists that the event will take place. If more than one air carrier offers service, travel should be on the carrier that offers the lowest price. If a restricted fare is booked and the Contractor's employee requires a change, a reasonable exchange fee may be claimed. Contractor's employees are required to fly on U.S. flag carrier service under the Fly America Act, 49 USC Section 40118, which requires employees, consultants, contractors and any other persons traveling for the federal government outside the United States via commercial air to travel by U.S. flag air carriers, unless an exception to the Act applies. For additional information, refer to the Federal Travel Regulations and/or Comptroller General Decision B-138942, March 31, 1981.

5.0 RENTAL CARS

Generally, no car larger than a mid-size should be rented. The Contractor should have a policy that requires employees to compare the cost of car rental with other forms of transportation and to choose the cheaper mode of transportation. The use of rental cars, even if authorized, must be justified in writing by the traveler and attached to the voucher. Claims for rental car gasoline must be supported by original receipts.

6.0 LODGING

The Contractor is expected to have a policy that provides for reasonable but not extravagant lodging accommodations for employees in travel status. The Contractor should make use of government rates whenever possible; otherwise, corporate rates or other discounts should be obtained.

Contractor Travel Reimbursement Guidelines

D Keegan



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Table of Contents Contractor Travel Reimbursement Guidelines

1. Understanding the eBook Contractor Travel Reimbursement Guidelines
 - The Rise of Digital Reading Contractor Travel Reimbursement Guidelines
 - Advantages of eBooks Over Traditional Books
2. Identifying Contractor Travel Reimbursement Guidelines
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Contractor Travel Reimbursement Guidelines
 - User-Friendly Interface
4. Exploring eBook Recommendations from Contractor Travel Reimbursement Guidelines
 - Personalized Recommendations
 - Contractor Travel Reimbursement Guidelines User Reviews and Ratings
 - Contractor Travel Reimbursement Guidelines and Bestseller Lists
5. Accessing Contractor Travel Reimbursement Guidelines Free and Paid eBooks
 - Contractor Travel Reimbursement Guidelines Public Domain eBooks
 - Contractor Travel Reimbursement Guidelines eBook Subscription Services
 - Contractor Travel Reimbursement Guidelines Budget-Friendly Options
6. Navigating Contractor Travel Reimbursement Guidelines eBook Formats

- ePub, PDF, MOBI, and More
 - Contractor Travel Reimbursement Guidelines Compatibility with Devices
 - Contractor Travel Reimbursement Guidelines Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Contractor Travel Reimbursement Guidelines
 - Highlighting and Note-Taking Contractor Travel Reimbursement Guidelines
 - Interactive Elements Contractor Travel Reimbursement Guidelines
 8. Staying Engaged with Contractor Travel Reimbursement Guidelines
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Contractor Travel Reimbursement Guidelines
 9. Balancing eBooks and Physical Books Contractor Travel Reimbursement Guidelines
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Contractor Travel Reimbursement Guidelines
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Contractor Travel Reimbursement Guidelines
 - Setting Reading Goals Contractor Travel Reimbursement Guidelines
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Contractor Travel Reimbursement Guidelines
 - Fact-Checking eBook Content of Contractor Travel Reimbursement Guidelines
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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