



Subcontractor Guide to Reimbursable Travel Expenses

Expenses for official business travel are reimbursable per Section 31.205-46, *Travel Costs*, of the Federal Acquisition Regulation (FAR), including the Federal Travel Regulations prescribed by the General Services Administration (GSA), and the following guidelines. Provide a written explanation of the reason for any amount of any travel expense that is not apparent. Receipts are required as indicated and always required for charges \$75 and over. Please see [Subcontractor Travel Information](#).

ACTIVITY OR EXPENSE TYPE	ALLOWABLE AMOUNT	REQUIREMENTS
DOMESTIC TRAVEL * (within Continental US "CONUS", up to 30 days)		
Meal and Incidental Expenses (M&IE)	Actual, up to the maximum daily rate	M&IE is reimbursable up to the applicable maximum GSA CONUS per diem rate indicated at: http://www.gsa.gov/perdiem .
	12 Hours or less	No reimbursement for M&IE.
	12 to 24 Hours	Actual up to 75% of the maximum CONUS rate published by the General Services Administration (GSA)
	Over 24 Hours	Actual up to 75% of the maximum CONUS rate published by the General Services Administration (GSA). 75% of the rate for first and last day of travel.
Lodging/Hotel	Actual, up to the maximum daily rate	Lodging expenses will be reimbursed at the actual expense up to the maximum lodging rate established by the GSA CONUS per diem rate indicated at: http://www.gsa.gov/perdiem . Receipts are required.
Airfare	Actual, allowable airfare	An Economy/Coach class airfare that meets the official business needs of the traveler. All commercial air travel between the United States and a foreign country and between foreign countries MUST be made with the best use of a U.S. flag carrier or U.S. code share as required by Public Law 93-623, Fly America Act . <i>Note: Subcontractors are not permitted to direct bill air costs to the Lab via Carlson Wagonlit Travel.</i>
Reissued or exchanged airfare	Actual	All documentation, for both the original and reissued tickets.
Canceled Reservations	Actual	Traveler is responsible for canceling reservations (air and hotel). Costs for failure to cancel are reimbursable only if due to circumstances beyond traveler's control.
Mileage	GSA POV Rate (56.5¢/mile eff. 1/1/13)	Use of privately owned automobiles while on official travel is reimbursable at the privately owned vehicle (POV) mileage rate indicated on the GSA web site at: http://www.gsa.gov/mileage . Provide odometer readings. Receipts not required.
Parking	Actual	Receipts required for charge of \$75 or more.
Taxi/Shuttles	Actual	Receipts required for a charge of \$75 or more.
Private Auto to/from terminals	Actual	Actual mileage, at the allowable GSA POV mileage rate, for one round trip, plus parking (long term parking encouraged), or two round trips and short term parking. Subcontractor is responsible for cost of auto liability and collision insurance coverage.
Rental Cars	Actual	Reimbursement for a rental vehicle cannot exceed intermediate-size sedans. Subcontractor is responsible for cost of auto liability and collision insurance coverage. Receipts required.
Rental car gas	Actual	Receipts required for a charge of \$75 or more.
Tolls	Actual	Receipts required for a charge of \$75 or more.
Phone Calls	Actual	All business calls and one reasonably brief personal call per day. Emergency calls to family concerning itinerary changes or calls to family, doctor or other when traveler is ill or injured.
Business Miscellaneous Expenses	Actual	Expenses must be reasonable and necessary to accomplish the official business purpose of the trip, such as automated teller machine fees (ATM), traveler's checks, money orders, certified checks, checked baggage fees. Receipts required for a charge of \$75 or more.
FOREIGN TRAVEL (Including travel to Mexico and Canada)		
	U.S. Department of State per diem rates apply.	LBNL and DOE approval is required PRIOR to travel. Round-trip air travel to foreign destinations must comply with the Fly America Act. All commercial air travel between the United States and a foreign country and between foreign countries must be made with the best use of a U.S. flag carrier or U.S. code share as required by Public Law 93-623, Fly America Act .

* For travel in Alaska, Hawaii, Puerto Rico, and US Possessions, the U.S. Department of Defense per diem rates shall apply.