

PURPOSE

The purpose of this policy is to assist travelers on behalf of IHMC in complying with federal and Institute travel policies. All travel expenditures must directly benefit IHMC and be authorized by the Accounting Office and approved by the appropriate authority. The expenses must be incurred while traveling on official Institute business and must be directly related to the purpose of the trip and evidenced by receipts or other supporting documents. IHMC will reimburse authorized individuals for travel expenses that meet the requirements of this policy statement.

GENERAL TRAVEL GUIDELINES

Approved types of travel are for research collaborations, conferences and conventions, recruitment of personnel, or other approved business trips on behalf of the Institute. Generally, one day before the business event and one day after the business event may be claimed for travel expenses.

In summary, IHMC will reimburse authorized travelers for domestic travel based upon their actual documented expenses for airfare, lodging, vehicle rental, personal vehicle vicinity mileage, incidental expenses, and the meal allowance specific to the city traveled as prescribed by the GSA – Domestic Per Diem Rates. The Institute will reimburse authorized travelers for International travel based upon the published rates of the U.S. Department of State.

All travel must be authorized and supported by proper documentation. Requests for travel reimbursement not in compliance with the procedures set forth in this policy will not be processed. Any continuous travel for longer than 30 days must be approved in advance by the CEO.

AIRFARE

In general, the travel office will book airfare. If the traveler books the airfare, the maximum reimbursement amount will be the price that the travel office would have paid for a coach ticket for similar dates and times.

IHMC will only pay for coach airline travel. Any traveler preferring to travel first-class or other than coach class must pay the difference between coach and their ticket.

When a traveler decides to drive instead of fly, the traveler may be reimbursed either the normal airfare or vehicle mileage, whichever is less.

The original airline ticket or itinerary must be submitted with the voucher for reimbursement. If the airline ticket is lost, the traveler may claim mileage up to the coach airfare.

LODGING

IHMC uses the “Lodgings plus Per Diem” method of reimbursement. Hotel expenditures are reimbursed on an actual cost basis. For travel funded by federal grants or contracts, reimbursements are governed by the Federal Travel Regulations (41 CFR 300). The maximum allowable lodging rates for the continental U.S. are listed at <http://www.gsa.gov/perdiem>. For foreign travel, the rates can be found at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. For conferences, the maximum lodging rate is 125% of the listed maximum. Travelers should reserve rooms at the government rate. The travel office can provide the traveler with a letter certifying that travel is for government business. If you cannot find lodging at the allowed rate, reimbursement of actual lodging expense must be approved prior to travel. If the traveler desires to pay more than the maximum rate, the traveler will be reimbursed at the allowable rate.

VEHICLE RENTAL

When renting a vehicle, the traveler should purchase collision damage insurance from the rental car company if the traveler’s personal insurance does not cover both damage to the rental vehicle and the rental time while the vehicle is being repaired. Travelers must inspect rental vehicles before leaving the rental company’s premises and report any damage to the company. Any accidents should be reported immediately to the rental car company and an accident report filed with the rental car company and IHMC upon return.

VICINITY MILEAGE

Use of privately owned vehicles is authorized if Institute owned vehicles are not available. Mileage on privately owned vehicles will be reimbursed at the existing federal mileage rate. A daily travel log must be maintained indicating map mileage and vicinity mileage. Map mileage is the mileage traveled from city to city. Vicinity mileage is mileage traveled within the city of destination. Also, record the beginning and ending odometer readings in the travel log. Attach the travel log to the voucher for reimbursement of travel expenses.

INCIDENTAL EXPENSES

The following incidental expenses may be reimbursed based upon valid receipts:

1. Taxi receipts in excess of \$15.00 per occurrence
2. Receipts for storage, parking, or tolls in excess of \$3.00 per occurrence
3. Communication expenses for business purposes
4. Laundry expenses when travel is greater than 7 days and is necessary to complete travel
5. Passport & Visa fees
6. Fees for traveler's checks
7. Fees to exchange currency
8. Maps
9. Registration fees
10. Taxi tips in excess of \$15.00
11. Valet parking in excess of \$5.00
12. Portage charges for baggage up to \$1.00 per bag not to exceed \$5.00 per event

The following are examples of incidentals that are not reimbursed:

1. Personal travel insurance
2. Loss of or damage to personal items
3. Personal telephone charges

STANDARD PER DIEM MEAL ALLOWANCE

IHMC's daily per diem meal allowance is based upon the U.S. General Services Administration – Domestic Per Diem Rates which can be located at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC. Per diem meals for partial day travel is to be reimbursed at the federal allowance of 75 % of the full day rate specific to the city traveled. If a traveler departs headquarters before 3:00pm, they are entitled to the full day per diem of the city of destination; whereas a traveler departing after 3:00pm is entitled to 75% of the full day per diem. If a traveler returns to headquarters before 3:00pm, they are entitled to 75% of the city's per diem rate; whereas the traveler who returns after 3:00pm is entitled to the full day of per diem.

International travel expenses will be reimbursed based upon published lodging and per diem rates of the U.S. Department of State, located at <http://www.state.gov/m/a/als/prdm/>.

RECRUITING

The Institute will provide for travel for recruiting new employees. The Travel Authorization Request (TAR) does not have to be signed by the recruit before travel, but the voucher for travel reimbursement must be signed by the recruit before departure.

Any amounts expended for meals and entertainment should be reasonable and appropriate. Any expense which appears to be excessive, and all meal requests in excess of \$50.00 per attendee, will be referred to the designated administrator for approval.

Payments for travel and similar expenses are no longer considered recruiting expenses after an individual has accepted an offer, but must be paid under the same circumstances as any IHMC employee.

INDEPENDENT CONTRACTORS

Independent contractor's travel expenses are normally a part of a contract with IHMC generated through a Purchase Order. The travel expenses have been estimated and projected into the services rendered by the contractor.

CANCELLATION OF TRAVEL

A traveler who becomes sick or injured while traveling and is unable to perform official business may continue to receive subsistence during this period of illness or injury. Such subsistence may be paid when approved by the designated administrator.

The traveler will not be responsible for non-refundable travel arrangements if the trip was cancelled due to events beyond the control of the traveler, such as illness or death of an immediate family member, etc. The traveler will be responsible for non-refundable arrangements if they are cancelled for the convenience of the traveler.

TRAVEL DOCUMENTATION PROCEDURES

The following travel documents are used in the approval process:

- Travel Request
- Travel Authorization Request (TAR)
- Blanket TAR's
- Voucher for Reimbursement

The Travel Request form is found on IHMC's internal website and should be completed a minimum of three days prior to departure for approval. The Travel Request is automatically submitted to the Travel Coordinator, who will complete necessary reservations and create the Travel Authorization Request (TAR).

Travel Authorization Request (TAR)

The following information is required on the TAR.

1. Traveler's name and title
2. Traveler's social security number
3. Account to be charged with expenses
4. Other sources of funding other than IHMC
5. Purpose of trip and benefit to IHMC
6. Date and hour of expected departure and return
7. Destinations
8. Method of travel
9. Estimated costs:
 - Per diem and meal allowances
 - Airfare
 - Hotel
 - Mileage
 - Incidental expenses
 - Rental car
 - Fuel
 - Any purchasing or fuel card needed
10. Prepaid registration fees (attach program or agenda of conference or convention and any meals or lodging included in the registration fees)
11. Travel agency if billing the IHMC direct
12. Method used to secure travel arrangements
13. Foreign travel plans
14. Request date
15. Traveler's signature (if physically available)
16. Authorizing official's signature

TAR's should be encumbered prior to travel to insure funds are available. Once the funds are encumbered by the accounting office, the TAR will be returned to the traveler with a TAR # assigned.

For the protection of the traveler, travel requests must also be approved in advance in cases where no costs are incurred by the Institute (i.e., authorized absence, workman's comp claims, etc). No voucher for reimbursement is required when the estimated costs of the TAR is zero.

Blanket Travel Authorization Request

Blanket TARs are regular travel authorization requests, but they are used for frequent trips to the same destination for the same purpose (i.e. airport, bus station, etc). A new blanket TAR must be completed each quarter of the fiscal year. Any final voucher for a blanket TAR must be marked “FINAL”.

Blanket TARs can not be used for out of town trips scheduled close together unless they are to the same destination for the same purpose.

Voucher for Reimbursement

Submit receipts for reimbursement of travel expenses to the travel office upon return. The Travel Coordinator will create a Voucher for reimbursement including the following information:

1. Traveler’s name and title
2. Traveler’s social security number
3. Traveler’s city of residence
4. Traveler’s signature
5. Authorizing Official’s signature
6. Voucher date
7. Purpose of trip and benefit to IHMC
8. Date and time of departure and return
9. Hour of departure and return to the US on foreign travel
10. Travel performed (indicate travel between cities for each day)
11. Account charged with expenses (if travel costs are not paid by the institute omit the amount and replace with the work “COMP”)
12. Method of travel (Travel agency information if used)
13. Contracted common carrier used
14. Company owned vehicle used and gas card receipts
15. Expenses per day in sequence with all receipts attached
 - Per diem and meals
 - Airfare
 - Rental car
 - Map mileage (one city to another) per day
 - Vicinity mileage (within the city of destination)
 - Company owned vehicle used and gas card receipts
 - Incidental expenses with receipts
16. Amount due to traveler

Change orders are needed to make the following adjustments to an original encumbrance:

1. To CANCEL if travel is not performed
2. To change accounts
3. To explain travel beyond the dates on the original TAR
4. To add information (pre-registration, airfare, etc)

When the travel dates or destinations change, submit the change order through email to the Travel Office. They will make the appropriate change to the TAR or Reimbursement Voucher.

A change order is not required to clear excess encumbered funds. The last voucher marked "FINAL" will release these funds.