

## COMMONWEALTH TRAVEL AND SUBSISTENCE RATES

### I. GENERAL POLICY

Contractors shall be entitled to receive reimbursement for out-of-pocket expenses incurred in the performance of their duties within the prescribed maximums only when such expenses are provided for in the contractor's Budget (Appendix C), and any subsequent amendments thereto.

Maximums established herein are not flat allowances and only amounts actually expended may be claimed. Contractors will not be eligible for reimbursement of meals or lodging when furnished by the Commonwealth without charge or when furnished free by friends, relatives, or any other source. Meals or lodging which are provided at no cost cannot be billed to the Commonwealth.

Contractors traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise.

### II. TRANSPORTATION

#### A. First Class Accommodations

Charges for first class accommodations on an airline or railroad will not be reimbursed.

#### B. Private Vehicles/Car Rentals

Contractors must choose the least expensive option between a rental vehicle or mileage reimbursement for use of a personal vehicle. All such expenses must be justified. Itemized receipts are required for rental cars, for gas and/or emergency repairs.

Collision Damage Waiver insurance will be reimbursed. Liability insurance supplemental, personal accident insurance, safe trip insurance, and personal effects coverage ARE NOT reimbursable.

#### C. Local Transportation

Contractors should use shuttle services or public transportation when such options are available and less expensive than other means of ground transportation.

Cash paid for local taxi, bus, streetcar, and subway fares, and the like, is reimbursable and no receipts will be required, unless the amount is \$15.00 or more.

Parking charges, either lot or meter, in reasonable amounts, as well as toll road, toll bridges, and ferry charges, are reimbursable to Contractors on Contract assignments. Reasonable charges for parking an automobile at an airline, bus or railroad terminal, or other parking area while away from residence or headquarters on official business will be allowable. Receipts must be submitted.

#### D. Mileage Allowance

The mileage allowance shall be in accordance with the Privately Owned Vehicle Reimbursement Rate established by the US General Services Administration (GSA) in effect on the date(s) of travel, as posted at the following link:

<http://www.gsa.gov/portal/content/100715>

Only mileage incurred by the Contractor's employees driving their personal vehicle shall be reimbursed. Travel cost will only be allowed in the performance of this contract when a travel line item provides for such cost in the contract's budget. The Contractor may not bill for gasoline, only mileage.

**E. Air Travel**

The use of special lower fare airline tickets, such as supersavers, 30-day advance bookings, and senior citizen discounts, etc, is recommended when this type of ticket is practical and there is significant cost savings to the Commonwealth.

Cancellation fees resulting from the Commonwealth's decision to cancel a trip will be paid by the Commonwealth. Cancellation fees resulting from the Contractors decision to cancel a trip will be the responsibility of the Contractor and not billable to the Commonwealth unless approved by the Department's Project Officer.

**F. Baggage Handling**

Reimbursement is allowable for baggage handling and gratuities when using public transportation or conveniences (e.g. taxi air porter services, or airport/rail curbside check-in), or when using a lodging facility that has portering (e.g. bell person) services, rather than a facility where travelers are expected to carry their own luggage. The gratuity for baggage handling is limited to \$1.50 per piece. Gratuities for baggage storage, as needed (e.g. between appointments or between hotels and meeting places) will be reimbursed at actual cost.

**G. Fines**

Parking fines or moving vehicle violation fines are not reimbursable.

**III. LODGING**

**A. General**

Lodging costs will only be allowed in the performance of this contract when a travel line item provides for such costs in the contract's budget.

Hotel charges will not be reimbursed if the Contractor is negligent in canceling reservations in accordance with the hotel's policy.

Lodging rate allowances are not flat allowances. The maximum per night lodging rates follow GSA maximum allowable lodging rates, as posted at the following link:

<http://www.gsa.gov/portal/content/104877>

Contractors will only be reimbursed for actual expenses incurred. Copies of hotel receipts must be provided with the invoice submitted to the Department.

In those instances when lodging cannot be secured within the established lodging rate allowance (See paragraph B, below), Contractors may exceed the allowance if written justification is provided to the Project Officer at the Department. Contractor must contact three hotels to receive price quotes. Written documentation of the solicitation of three bids must be provided with the invoice submitted to the Department for payment.

Lodging rate allowances may be exceeded when a Contractor must stay at a specific lodging facility where the Contractor's presence is required by the nature of the official business (e.g. location of conference, training course, convention). A written explanation must be provided on the invoice submitted to the Department for payment.

**IV. SUBSISTENCE**

**A. General**

Subsistence allowances are not flat allowances and only amounts actually expended may be claimed. Subsistence receipts must be submitted with the request for reimbursement. Reimbursement for alcoholic beverages is prohibited.

**B. Overnight Travel**

Reimbursement for meals and other subsistence expenses for each 24 hour period spent in continuous overnight travel status is allowed in accordance with GSA rates in effect on the date(s) of travel, as posted at the following link:

<http://www.gsa.gov/portal/content/104877>

The 24 hour period begins at any time of day or night that the Contractor leaves headquarters or residence on official business.

**C. Non-overnight Travel**

No subsistence payments will be made for non-overnight travel unless a contractor is on a travel assignment that takes the contractor 50 miles or more from both residence and headquarters and the contractor works more than 2 hours past scheduled quitting time with or without prior notice.

**V. DOCUMENTATION**

Itemized receipts for all travel and subsistence must be on file to support reimbursement. Itemized receipts and an explanation must be submitted with invoices for every item of expense \$15.00 or more.