

TRAVEL REIMBURSEMENT POLICY & PROCEDURES

(Effective March 1, 1996)

POLICY

The National Bureau will reimburse persons traveling on its behalf for necessary and reasonable expenses consistent with Bureau guidelines.

PROCEDURES

- 1. Travel must be authorized in advance by the principal investigator or person who has authority to initiate expenditures.**
- 2. The accounting department will make a timely reimbursement for travel expenses on receipt of a properly prepared travel expense report signed by the traveler and approved by the person who authorized the travel.**
- 3. The cost of travel by air, rail, or automobile shall not exceed economy air fare rates except in unusual circumstances, subject to prior approval by an authorized person.**
- 4. U.S. – flag carriers must be used for foreign travel when they are available. One exception to this rule is a case where a traveler, while en route, has to wait 6 hours or more to transfer to a U.S. – flag carrier to proceed to the intended destination.**
- 5. Expenses for transportation by personally owned automobiles are reimbursable at the current government established mileage rate, plus toll charges and necessary parking fees.**
- 6. The use of rental cars may be authorized when other transportation is not available or when their use results in a savings. An inexpensive type of rental vehicle such as a compact or economy car is expected to be used.**
- 7. Meals bought for others in connection with National Bureau business should be documented with names and business affiliations of the guests and the purpose of the meeting.**
- 8. Unusual circumstances or expenses should also be explained in a note attached to the travel expense report.**
- 9. All individual expense items in excess of \$25 must be supported by original receipts. Charges for airline travel have to be supported by the passenger coupon portion of the ticket. Hotel charges must be supported by an itemized bill with evidence of payment. Original documentation is requested in all cases. Expenses not properly documented will not be reimbursed.**
- 10. All travel expenses must be submitted for reimbursement within 90 days of the return date.**