

## **Travel Expenditures for Contractors**

All requests for reimbursement of travel expenses submitted to the State System of Higher Education (State System) must comply with the guidelines listed herein.

The Contractor's allowable reimbursable expenses, as listed and within the limits set below, will be reimbursed by the State System within 30 days after receipt. Detailed itemized receipts for all travel expenses must be included with the Contractor's invoice.

The Contractor shall be reimbursed for travel expenses incurred by the Contractor only (not applicable to family members or friends). All reimbursements shall be limited to the most economical means of travel available. The State System shall reimburse the Contractor for all reasonable and necessary travel expenses incurred on behalf of the State System. The State System reserves the right to reduce reimbursement to the Contractor for any unreasonable and unnecessary travel expenses. All reimbursements will be made to the Contractor (company), not to the individual employees of the Contractor.

The State System adopts the [U.S. General Services Administration's \(GSA\) per mile](#) and [per diem](#) rates. All expenses for a trip must be submitted on one invoice. Each traveler shall incur their own expenses, including meals, lodging, and transportation. If separate billing is not possible when a Contractor's employees travel together (for example for shared meals such as pizza), the traveler who submits the expense, along with an itemized receipt and a list of diners sharing the meal, will be reimbursed.

### **A. Air Travel Expenses**

The Contractor is expected to secure the lowest available commercial discount or coach airfare at the time of booking the travel. Detailed itemized receipts are required for reimbursable expenses.

#### **1. Reimbursable Expenses (including taxes)**

- a. Flight fare (most economical).
- b. Airport parking.
- c. Baggage handling/storage fees.

#### **2. Nonreimbursable Expenses**

- a. Business class, first class, preferred seating, and all other upgrades.
- b. Missed/changed flight fees (unless caused by the State System).
- c. Travel/baggage insurance.
- d. Trip protection insurance.
- e. Air carrier incidentals (movies, snacks, etc.).

### **B. Ground Transportation Expenses**

#### *Train, Bus, Rental Car, and Personal Vehicle*

The Contractor must use the most economical mode of ground transportation available. The Contractor may rent a car at their destination, but only if it is the most economical means of ground travel for the duration of the travel period. Public transportation and shuttle services should be considered wherever/whenever possible. Ground transportation expenses must be reasonable and appropriately and adequately documented. Except for personal vehicle mileage, detailed itemized receipts are required for reimbursable expenses.

**1. Reimbursable Expenses (including taxes)**

- a. Taxis/cabs, Uber, etc.
- b. Public transportation, such as trains and buses.
- c. Rental vehicles—Travelers may rent a vehicle to the destination when driving is more convenient and less expensive than airline or rail travel. Rental vehicles should not be used for “downtown” areas where other transportation options are readily available. Gasoline purchased in conjunction with the use of a rental vehicle will be reimbursed. Mileage for rental vehicles is not reimbursable. Rental vehicle use is restricted to business use only. The Contractor shall select a vehicle model that is the most economical available.
- d. Personal vehicles—The Contractor will be reimbursed at the prevailing rate per mile in accordance with GSA’s [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#) based on mileage from home or office to destination, whichever is closer. Mileage will be reviewed for reasonableness based on mapping software. It is recognized that actual mileage may vary based on alternative routes taken (e.g., to avoid traffic, tolls, or parking fees). The Contractor shall provide an explanation for mileage with a variance greater than 20 percent.
- e. Tolls and parking.

**2. Nonreimbursable Expenses**

- a. Limousines or private car services.
- b. Traffic, parking, or E-Z Pass/toll violations.
- c. E-Z Pass administrative or convenience fees assessed by rental car companies when cash toll lanes are available.
- d. Rental vehicle insurance or mileage.

**C. Travel Lodging Expenses**

Travel lodging expenses for overnight stays will be reimbursed if they are reasonable and appropriately and adequately documented. The Contractor should book standard room accommodations at nonluxury/moderately priced hotels within the maximum GSA [per diem rates](#).

The Contractor shall be reimbursed for state taxes. Taxes are excluded from the maximum allowable rates for lodging. If the State System requests that the Contractor lodge in a particular hotel in order to participate in a conference or meeting at or near the hotel location, lodging expenses will be fully reimbursed.

**1. Reimbursable Expenses (including taxes)**

- a. Lodging.
- b. Hotel parking.

**2. Nonreimbursable Expenses**

- a. Incidentals such as bar items, laundry service, movies, etc.
- b. No-show charges.
- c. Hotel safety deposit boxes.

Detailed itemized receipts are required for lodging. If lodging is not available at the per diem rate, the Contractor will provide written justification with their invoice for the higher expense. Only the per diem rate will be reimbursed if reasonable written justification is not provided. Justification may include, but is not limited to, proximity to work site, availability, and safety.

#### D. **Subsistence**

The State System will reimburse subsistence expenses up to the maximum per diem rate in the area in which the travel occurs. The maximum allowable per diem rates will be calculated in accordance with the State System's Subsistence Calculator for the duration of each trip, beginning when the traveler embarks on travel until the traveler returns from travel. Departure and return dates and times must be provided for each traveler for each trip. Meals that are provided at no cost, or included as part of an event or meeting, are not reimbursable. The Contractor shall include their subsistence calculation with their invoice.

For overnight travel not part of a full 24-hour period, the subsistence rate shall be prorated as follows:

<b>Time Traveled</b>	<b>Reimbursement Amount</b>
0 minutes to less than 3 hours	None
3 hours to less than 6 hours	25.0%
6 hours to less than 15 hours	62.5%
15 hours to less than 24 hours	100.0%

The maximum allowable reimbursement per diem rate will be reduced for meals provided at no cost (i.e., meals are included in the cost of lodging or included at a meeting). The maximum allowable amount will be reduced by the following rates: 21 percent for breakfast; 21 percent for lunch; and 58 percent for dinner. No reimbursement will be made by the State System for subsistence when the Contractor's travel does not occur overnight.

##### 1. **Reimbursable Expenses**

The actual cost of meals and other subsistence expenses (meals, tips, and tax), up to the per diem. Gratuities for meals are part of the meal expense. Meal receipts are not required. The Contractor shall use the State System's Subsistence Calculator to determine per diem rates.

##### 2. **Nonreimbursable Expenses**

- a. Alcohol.
- b. Snacks and other meals outside of the provided per diem.