

## **TRAVEL HELPFUL HINTS**

### **DOMESTIC**

- Travelers are required to use their Government travel charge card for all official travel expenses
- Travelers must have a specific authorization or prior approval for use of a rental car according to FTR 301-2.5
- Travelers must use the least expensive compact car available, unless an exception for another class of vehicle is approved (FTR 301- 10.450)
- When taking your POV to the airport, your Agency may reimburse your parking fee as an allowable transportation expense not to exceed the cost of one of the following to/from the terminal as determined by your agency (FTR 301-10.308):
  - (a) The cost of a taxi
  - (b) The cost of a TNC fare
  - (c) The cost of using an innovative mobility technology company
- The NSSC utilizes the Rand McNally or Google Maps website at <http://www.randmcnally.com/> or [www.google.com/](http://www.google.com/) for correct mileage to/from the travel location
- All lodging receipts and any expense costing over \$75 must be provided at the time the voucher is submitted
- Airfare receipts must include traveler's name, destination, travel dates, amount, and method of payment
- When travel is more than 12 hours but less than 24 hours, the allowance is 75% of the applicable M&IE rate or each calendar day you are in a travel status. (FTR 301-11.101)
- Utilize the comment section of the travel voucher to clarify events or provide additional information that will help the reviewer/auditor in reviewing your voucher
- Unless your agency administratively requires you to submit your travel claim within a shorter timeframe, you must submit your travel claim as follows (FTR 301-52.7):
  - (a) Within 5 working days after you complete your trip or period of travel; or
  - (b) Every 30 days if you are on continuous travel status
- Travelers do not have to reduce their M&IE allowance when the meal is provided by a common carrier or by a hotel/motel
- Taxi gratuity is reimbursed at the rate of 15% or a maximum of \$2.00 for courtesy transportation

### **FOREIGN TRAVEL**

- IBA credit card statements can be used to obtain the actual charges with the correct foreign currency conversion rate
- Do not claim lodging tax as a separate miscellaneous expense on foreign travel vouchers. Lodging tax is built into the foreign lodging rate
- To convert currency rates, if an IBA credit card statement is not provided, use the FX Converter which can be found by clicking on the following link: <http://www.oanda.com/convert/classic>
- Lodging receipts and any receipt for an expense costing over \$75, as required by NARA standards must be retained for 6 years. (FTR 301-52.4)