

## TRAVEL REIMBURSEMENT INFORMATION

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Invitational Travelers who completed and returned the Vendor Request Form will be assigned a computer-generated Vendor Identification Number for our agency Financial Business Management System (FBMS) that we will use to file a reimbursement claim for both temporary duty travel and local travel expenses. Requests for reimbursement including all receipts should be e-mailed (via .pdf file) as soon as possible. We complete a Travel Voucher for your review and signature before submitting it for final payment. You are required to file your reimbursement **within one week of completion of your travel**.

- Use discretion in making the most economical choices in your expenses, i.e., the Federal Government will not reimburse for valet parking.
- Reimbursement for POV mileage will be at the current government mileage rate (.565/mile). We will only reimburse you for mileage incurred you from your residence or business to the airport and return, unless prior approval was received for other mileage.
- If you are an out-of-town traveler who elects to drive to Washington, DC, rather than fly, we can only reimburse your mileage up to the cost of the common air carrier transportation and related travel expenses (parking, mileage to/from airport, and tolls). Please complete form 1164 Claim for Reimbursement.
- Accurate documentation is required. Keep all your receipts to include boarding passes, airfare and expenses incurred for baggage fees, lodging, rental car and associated gas, tolls, taxi/shuttle, parking, POV mileage, etc.
- You will be compensated for meals at the government per diem rate for the Washington, DC Metropolitan area, so you do not need to keep receipts for meals. As indicated above, you will receive per diem at 75% of the daily rate for travel days (first and last days), and the full (100%) per diem rate for days in between. Current M&I Per diem rate for Washington DC is \$71/day. The current Lodging Per diem rate is \$224/day.
- Please submit your travel receipts/request to me by taping all of your receipts on the voucher reimbursement pages, scanning them as a .pdf file, and e-mailing the .pdf file for reimbursement **within one week of completing your travel**. Please send the originals in the travel envelope provided. If you cannot make a .pdf file, please fax a copy of your receipts to (202) 513-0682.

If you have any travel questions please contact either Kim Oliver or Shirley Conway.

### Travel Points of Contact (POCs)

Kimiko Oliver, 202-513-0370

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