

## **FEDERAL DEMONSTRATION PARTNERSHIP EXPENSE REIMBURSEMENT POLICY**

### **Overview**

The Federal Demonstration Partnership (FDP) appreciates the efforts of those who travel on FDP business. Travelers should be comfortable while traveling, understand the FDP travel process, and obtain reimbursement quickly. At the same time, it is necessary to keep trip costs within reasonable limits and to follow consistent reimbursement procedures.

### **General Policy**

Necessary and reasonable travel expenses shall be reimbursable for individuals conducting FDP business, authorized in advance, and documented in accordance with this policy.

### **Approval Authority**

Responsibility for approving travel rests with the Executive Director, Executive Committee or individual standing committee chairpersons. Individuals may not authorize their own travel or approve their own expense reimbursement.

### **Documentation**

Original receipts for all expenses in excess of \$75.00 must be attached to the Travel Expense Report. If original receipts are not available, reimbursement will be made with an approval memo from the Committee Chair, Executive Director, or Chair of the Executive Committee. One travel expense report per trip should be processed.

### **Items Typically Reimbursed**

- a. Transportation - All travel by air or other common carrier (rail, bus) must be at the lowest available coach class fare. Full First Class fare will not be reimbursed. Additional incurred fees will be reimbursed.
- b. Mileage reimbursement for personal car use – The use of a privately owned vehicle will be reimbursed at the current Internal Revenue Service rate per mile, currently \$.375 plus properly documented parking fees and tolls.
- c. Rental cars – If renting an automobile, rental charges and actual gasoline expenses will be reimbursed in lieu of mileage. Insurance will be reimbursed in accordance with their institutional policy.
- d. Lodging – Travelers should use standard accommodations in reasonably priced hotels and motels. Actual lodging expenses, including taxes will be reimbursed.
- e. Meals – Travelers will be reimbursed for personal meal expenses according to actual and reasonable costs accompanied by original receipts, or using the federal Meals and Incidental Expense (M.I.E.) per

diem. Current Per Diem rates are available via link <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html>. When meal expenses include charges for individuals other than the traveler, the Travel Expense Report must state the name(s), business purpose(s), and the date of the meal.

- e. Travel Advances – Travel advances will generally not be issued. The Executive Director and members of the Executive Committee may be issued credit cards for travel expenses.
- f. Taxis – Actual costs will be reimbursed. Trips in excess of \$75.00 should be accompanied by a receipt.
- g. Other reasonable and necessary expenses incurred while conducting FDP business will be reimbursed with proper documentation.

## **Reporting Form**

Travel expenses should be filed within ten days after completion the trip on the National Academies Travel Expense Report, available on the FDP web site. The completed form along with all original receipts should be sent to:

Denise Greene  
The National Academies  
Federal Demonstration Partnership  
Government-University-Industry Research Roundtable  
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Washington, DC 20001  
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