

Universal Service Administrative Company

Travel Expenses Policy

In accordance with the terms and conditions in Section C of the Contract, USAC will reimburse Contractor for necessary and reasonable travel expenses incurred by Contractor while performing services that are required by the terms of the Contract (“Travel Expenses”). The Travel Expenses that are reimbursable under the Contract is set forth in the Contract. Contractor shall exercise sound, practical, and prudent judgment when determining the need for travel on behalf of USAC as well as the appropriate expenses to be incurred in connection with such travel.

Contractor will only be reimbursed for the most cost-effective means of travel consistent with the circumstances. Contractor shall schedule trips to the same location in the most efficient manner to avoid multiple trips and limit the expense to USAC.

Contractor shall pay for Travel Expenses incurred and may seek reimbursement for Travel Expenses only through submission of a proper invoice in accordance with Section C of the Contract. Contractor shall provide itemized receipts for all Travel Expenses allowed under the Contract. USAC will reimburse Contractor for Travel Expenses only after the expenses have been incurred. The terms of this Travel Expenses Policy apply only to travel in excess of 50 miles from Contractor Staff’s regular place of business (“Non-Local Travel”). USAC will not reimburse any expenses for travel by Contractor Staff to locations within a 50-mile radius of his or her regular place of business (“Local Travel”).

The terms of this Travel Expenses Policy apply to Contractors and their subcontractors, and thus the terms “Contractor” and “Contractor Staff” applies also to subcontractors and subcontractor staff respectively.

I. Transportation

- (A) Air and rail transportation by Contractor Staff, regardless of duration or destination, must be at the lowest practical and available fare. No upgrades from basic (coach) service are reimbursable.
- (B) If Contractor Staff uses a personal vehicle for any travel related to the Contract or any task order awarded under the Contract (if applicable), it is Contractor Staff’s responsibility to be adequately insured.
- (C) Reimbursement for Non-Local Travel will be for the lesser of the total dollar amount of mileage (plus tolls and parking charges) reimbursed at the current federal Internal Revenue Service (“IRS”) rate (found at <https://www.gsa.gov/travel#tab--pov-mileage>) or the total dollar amount for the equivalent commercial transportation fare. If Contractor Staff chooses to use his/her/their personal vehicle for Non-Local Travel greater than 700 miles in total mileage, (s)he must submit documentation to support that this option was less expensive than a commercial option (e.g., bus, train, or plane).
- (D) Car Rentals: Contractor Staff shall use the most reasonable cost rental vehicle that can accommodate Non-Local Travel requirements (i.e., terrain and weather) and the number of occupants. Contractor Staff should rent vehicles from Budget when possible to receive the USAC discount. Whenever possible, economy cars should be used. If a more expensive option is required, an explanation must be attached to the invoice. When on Non-Local Travel

together, Contractor Staff should share a single rental vehicle. However, no more than four people are required to share a vehicle.

1. GPS (Global Positioning System) navigation systems may be obtained from the rental car agencies and are reimbursable.
2. USAC will not reimburse Contractor for insurance on car rentals. It is recommended that Contractor Staff keep all insurance information with them at all times when traveling and renting automobiles. Contractor is responsible for paying the costs associated with accidents and theft involving rental car.
3. EZ-pass and prepaid toll devices may be obtained from the rental car agencies and costs will be reimbursed if related to any travel required under a Contract or a task order issued under a Contract, if applicable.

(E) All transportation expenses over \$75 must be supported by a receipt.

II. Meals

For authorized Non-Local Travel, Contractor will only be reimbursed for meals and incidental expenses for Contractor Staff identified in the Contract, or an awarded task order issued pursuant to the Contract (if applicable), according to the GSA Meals and Incidentals Expense Total (M&IE) per day of travel based on the destination of business. To determine the correct rates for the Non-Local Travel of Contractor Staff, go to [Per diem rates | GSA](#), complete the required information (either the state and city OR zip code of where the Non-Local Travel will be), click “Find Rates”, and review the “Meals & Incidentals (M&IE) rates and breakdown” information.

| Meals & Incidental Expenses Total ⁽¹⁾ | Continental Breakfast / Breakfast ⁽²⁾ | Lunch ⁽²⁾ | Dinner ⁽²⁾ | Incidental Expenses | First and Last Day ⁽³⁾ |
|---|--|----------------------|-----------------------|---------------------|-----------------------------------|
| Please see Per diem rates GSA for rate information. | | | | | |

1. This column lists the full daily amount that identified Contractor Staff receive for a single calendar day of Non-Local Travel when that day is neither the first nor last day of Non-Local Travel.
2. The separate amounts for breakfast, lunch and dinner listed in the chart are provided should Contractor Staff need to deduct any of those meals from their trip voucher. For example, if Contractor Staff’s trip includes meals that are already paid for by USAC, Contractor Staff will need to deduct those meals from Contractor Staff per diem.
3. This column lists the amount that identified Contractor Staff receive for the first and last calendar day of Non-Local Travel. The first and last calendar day of Non-Local Travel is calculated at 75 percent.

III. Accommodations

- (A) In cases where Non-Local Travel requires an overnight stay, Contractor will be reimbursed for the cost of a single room at the lowest price suitable and appropriate for the business purpose. Proximity of the hotel to the remote work location should be considered a relevant factor in selecting lodging.

- (B) Contractor will be reimbursed the room charge for internet connection per day provided the internet is used for Services under the Contract and any awarded task order under the Contract (if applicable) purposes only.

IV. Other Expenses

Contractor will be reimbursed for the following expenses, provided they are reasonable and necessary:

- (A) Gratuities at usual and customary amounts; and
- (B) Normal and customary baggage fees associated with airline travel.

V. Non-Reimbursable Expenses

Contractor will not be reimbursed for the following expenses. This list is not all inclusive.

- (A) Expenses for hiring rapid mode of transportation vehicles such as “Zip Cars.”
- (B) Expenses of spouses or other family members accompanying Contractor Staff on business trips related to the task order.
- (C) Costs of privately owned or rented aircraft.
- (D) Alcohol (including pro rata portion of gratuities for combined receipts).
- (E) In-room lodging entertainment and services (e.g., pay-per-view movies, concierge and turn-down services, etc.).
- (F) Parking tickets or fines for violation of motor vehicle laws incurred by Contractor Staff.
- (G) Insurance for rental cars.
- (H) Overweight personal baggage in excess of the normal baggage fee charge.
- (I) Transportation between home and the regular work location as well as any personal travel.
- (J) Expenses for entertainment (in-flight movies, headsets, health club facilities, alcohol, tobacco, controlled substances, gift cards or e-gift cards of any kind, flowers or amusement or recreation, such as visiting events with offensive context or nature, nightclubs, theater expenses, sporting events, meals purchased in surroundings not conducive to a business discussion).
- (K) Airline club memberships.
- (L) Airline upgrades.
- (M) Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- (N) Costs incurred by traveler’s failure to cancel travel or hotel reservations in a timely fashion.
- (O) Travel accident insurance premiums or purchases of travel insurance.
- (P) Other expenses not directly related to required travel under the Contract or an awarded task order under the contract.