

## 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 reimbursable under the Contract must be 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. The 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 Policy apply only to non-local travel, *i.e.*, travel in excess of 50 miles from the Contractor employee’s regular place of business. USAC will not reimburse any expenses for travel by a Contractor employee to locations within a 50-mile radius of his or her regular place of business (local travel).

The terms of this Policy apply to USAC Contractors and their Subcontractors, and thus the terms “Contractor” and “Contractor employee” applies also to “Subcontractor” and “Subcontractor employee,” respectively.

### I. Transportation

- (A) Air and rail transportation by USAC Contractor employees, regardless of duration or destination, must be at the lowest practical and available fare. No upgrades from basic (coach) service are reimbursable.
- (B) If a Contractor employee uses a personal vehicle for travel related to the task order, it is the Contractor employee’s responsibility to be adequately insured.
- (C) Reimbursement for non-local travel in excess of 50 miles from the Contractor employee’s regular place of business 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 (<http://www.irs.gov/uac/2013-Standard-Mileage-Rates-Up-1-Cent-per-Mile-for-Business,-Medical-and-Moving>) or the total dollar amount for the equivalent commercial transportation fare. If a Contractor employee chooses to use his or her 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 employees shall use the most reasonable cost rental vehicle that can accommodate travel requirements (i.e., terrain and weather) and the number



of occupants. Intermediate/standard size cars should meet most travelers' needs. If a more expensive option is required, an explanation must be attached to the invoice. When on travel together, Contractor personnel 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 employees 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 contract travel.

## **II. Meals**

- (A) Contractor may be reimbursed for meal expenses incurred by employees on non-local travel. Meal expenses must be reasonable and itemized receipts are required for each meal expense in excess of \$25. Meal expenses must be itemized and recorded on an expense statement using actual amounts and broken out by individual meals.
- (B) On the days that the non-local travel begins and ends, meals prior to or subsequent to traveling will be reimbursed if travel occurs between the following times:
  1. Breakfast: If the Contractor employee leaves home before 7:00 a.m.
  2. Lunch: If the Contractor employee leaves Contractor's facility before 11:30 a.m. and/or returns after 3:30 p.m.
  3. Dinner: If the Contractor employee arrives home after 8:00 p.m.
- (C) Contractor will only be reimbursed for meal expenses for staff identified in the task order Staffing Plan.

## **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.
- (B) Contractor will be reimbursed the room charge for internet connection per day provided the internet is used for task order 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 employees 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., movie rentals, concierge and turn-down services, etc.).
- (F) Parking tickets or fines for violation of motor vehicle laws incurred by Contractor.
- (G) Insurance for rental cars.
- (H) Overweight personal baggage in excess of the normal baggage fee charge for the flight.
- (I) Transportation between home and the regular work location as well as any personal travel.
- (J) Expenses for entertainment (alcohol, amusement or recreation, such as visiting nightclubs, theater expenses, sporting events, meals purchased in surroundings not conducive to a business discussion).