

CONFERENCE OF RADIATION CONTROL PROGRAM DIRECTORS, INC.
TRAVEL REGULATIONS
Amended November 3, 2010

The Conference of Radiation Control Program Directors, Inc. (CRCPD) is funded primarily from Federal grants and therefore is required to travel in accordance with Federal guidelines. The agency guidelines which are generally followed are those of the U. S. Food and Drug Administration (FDA).

A. Applicability

These regulations apply to *all* persons authorized to travel for CRCPD. CRCPD shall not authorize travel for federal employees.

B. General Rules

1. Any person traveling for the CRCPD is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
2. All lodging, transportation expenses (airline, local transit system, taxi, commercial rental cars, other special conveyances, including fees for parking, ferries, etc.) and any other expenses in excess of \$25 must be accompanied by a receipt or canceled ticket. Meals and operating expenses for use of privately owned conveyances do not require receipts.

If it is impractical to furnish receipts in any instance, with the exception of required lodging receipts (Reference E.2.a.), the failure to do so must be fully explained on the travel voucher, or appropriate signed statement attached thereto. Mere inconvenience in the matter of taking receipts shall not be considered.

3. As related to flight arrangements, the Office of Executive Director (OED) and/or the traveler when authorized shall make every effort to obtain the lowest airfare available including discounted fares with penalties attached, including nonrefundable fares. *For additional information pertaining to traveler responsibility, please refer to "Guide for Traveling, Section B.1."*
4. All persons authorized to travel should keep a record of expenditures properly chargeable, noting each item at the time the expense is incurred and the date. This information, thus accumulated, will be available for the proper preparation of travel vouchers.

C. Authorizations

No person shall travel for the CRCPD unless he/she has a valid authorization from the OED. Generally, the authorization is in written form. However, under extreme emergencies, verbal authorization may be granted by the OED, or the CRCPD Chairperson, which will be immediately followed by a written authorization.

The written authorization will specify the date of travel, purpose of the travel, lodging-plus per diem rate, if appropriate, policy regarding airline ticket cancellation penalties, and other specific conditions of travel.

D. Allowable Transportation

1. Expenses which the CRCPD may pay include fares, rental fees, mileage payments, and any expenses incident to transportation, such as airline baggage transfer in connection with such travel. The following expenses are covered by per diem and are not considered as transportation expense: fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on vessels, etc.
2. Methods of transportation for official travel include railroads, airlines, buses, streetcars, subways, taxicabs, and privately-owned vehicles (POV). Privately owned vehicles include any vehicle such as an automobile (i.e. car, light pickup or van), motorcycle, aircraft, or boat operated by the traveler that is not owned or leased by a Government agency, and is not commercially leased or rented by the traveler under a Governmental rental agreement for use in connection with official Government business. (*Editor's Note:* Upon request, and when shown to be advantageous to CRCPD, CRCPD may agree to reimburse a state for the use of a state vehicle by paying the GSA mileage rate. CRCPD may also agree to reimburse the traveler for gas paid for in conjunction with CRCPD travel, provided the traveler is not being reimbursed by the state for this expense. An original receipt is required to be attached to the request for reimbursement.)

The use of a POV must receive prior written approval from the OED. Under an emergency situation, verbal approval may be granted by the OED or the CRCPD Chairperson. Provided prior written approval is obtained from the OED, contract rental vehicles may also be authorized on a limited basis, due to CRCPD's increased risk of liability.

Since common carrier will generally result in the least costly and most expeditious form of travel, this method shall be used unless the circumstances involved make travel by POV, or special conveyance preferred for reason of cost, efficiency, work requirements, or personal preference. If a POV is authorized, the total amount of reimbursement shall not exceed the total common carrier cost and the lodging-plus per diem expenses had the traveler flown. Comparative cost information shall be attached to expense voucher stating all costs and dates of departure/return had the traveler used a common carrier.

First class air accommodations will not be approved, except when less than first class accommodations are not reasonably available. When first class accommodations are necessary, a statement as to the need for first class must be attached to the expense voucher.

3. Where the nature and location of the meeting is such that suitable meals and lodging cannot be obtained at the location of the meeting or at the location of the lodging, the expense of travel required to obtain meals at the nearest available place may be approved as necessary transportation not incidental to subsistence. A statement of such necessity shall accompany the travel voucher.
4. To and from carrier terminal
 1. **General authorization** - Except as provided in 4(b) of this section, you will be reimbursed the usual fare plus reasonable tip for use of a taxicab or shuttle services in the following situations:
 1. Between a common carrier or other terminal and either your home or place of business at your official work station.
 2. Between the carrier terminal and shuttle terminal.
 2. **Courtesy transportation** - A traveler should use courtesy transportation service furnished by hotels/motels to the maximum extent possible as a first source of transportation between the lodging facility and common carrier terminal. The traveler will be reimbursed for tips when courtesy transportation is utilized.
 3. **Restrictions** - When appropriate, CRCPD will restrict or place a monetary limit on the amount of reimbursement for the use of taxicabs under this paragraph when:
 1. Suitable government or common carrier transportation service, including shuttle service, is available for all or part of the distance involved; or
 2. Courtesy transportation service is provided by hotels/motels between the lodging facility and the common carrier terminal. If an exemption is to be granted by CRCPD, the traveler must justify the request on the expense voucher.
5. **Between residence and office on day of official travel** - In addition to use of a taxi under 4 above, CRCPD may authorize/approve reimbursement of the usual taxicab fare plus tip under the following conditions:
 1. From home to office on the day the traveler departs his/her office on an official trip requiring at least one night's lodging; and
 2. From office to home on the day the traveler returns to the office from authorized trip.
6. **Between residence and office in cases of necessity** - CRCPD may

authorize/approve the usual taxicab fare plus tip for travel between office and home when the traveler performs official business at their official work station and:

1. The traveler is dependent upon public transportation for officially ordered work outside regular working hours; and
2. The travel between office and home is during hours of infrequently scheduled public transportation or darkness.

E. Reimbursable Items and Rates

Reimbursement for travel shall include transportation, and lodging-plus per diem under the following conditions:

1. **Transportation** - reimbursement for methods of transportation shall be on an actual cost basis. Transportation reimbursement is based on the following:
 - a. **By common carrier at the lowest reasonable rate** -- Air travel will normally be by tourist class or coach if no reduced fares are available; first class air travel is authorized only when tourist class, coach, etc., is not available. To obtain the lowest airfare available, a penalty may be incurred should tickets, already issued, be changed or canceled. **It is extremely important that tickets be changed or cancelled "prior" to departure.** *It is the policy of the Board of Directors that the CRCPD should only pay such assessed penalties if the change or cancellation of flight arrangements are caused by the CRCPD, or there is a personal emergency for the traveler. "Emergencies" are personal or family illness or death. If such emergency occurs, the traveler shall submit to the OED a written justification in support of the change or cancellation of a ticket. OED will work with the airline within their established policies to get the best deal for both the traveler and the CRCPD. A change for non-CRPCD business purpose is not considered a personal emergency, therefore may result in the additional cost being paid by the State or individual. Exceptions can be approved by the Board of Directors. (Amended March 2003).*
 - b. **POV in lieu of common carrier transportation** -- POV is reimbursed at the GSA rate of per mile. *(OED will post current GSA mileage rate on the CRCPD website).* Payment for such travel shall be made on the basis of the actual travel performed, plus the lodging-plus per diem allowable for the actual travel. The total allowable will be limited to the total comparative cost of appropriate common carrier transportation, including comparative lodging-plus per diem by that method of transportation. Comparative cost shall be attached to the voucher.
 - c. **POV parked at terminal** -- A parking receipt must be included with the travel voucher for long-term parking at the terminal provided the charge is in excess of \$25.
 - d. **To and from the airport, terminal, lodging facility** -- By limousine, taxi, or other form of connecting travel as shall be deemed necessary and

reasonable. When a POV is used in lieu of taxi, limousine, or other form of connecting travel, mileage at the current General Service Administration (GSA) mileage rate and parking fees will be reimbursed only to the extent that the fee and mileage does not exceed the estimated cost for use of a taxi or limousine, plus allowable tip, to and from the terminal or other location that is necessary to the conduct of CRCPD business. Comparative cost shall be attached to the voucher.

- e. **By rented car or other non-routine carrier --** When such travel is of no cost or less to the CRCPD than commercial carrier at the lowest reasonable rate, or is a factor necessary to the success of the traveler's mission, the following Board policy shall apply:
 - i. Persons who are on official business for the CRCPD, and who have been authorized, in writing, by the CRCPD to rent a vehicle, shall make every effort to obtain the most economical mode of rental transportation, consistent with the needs of the traveler.
 - ii. Upon renting a vehicle, the traveler should thoroughly review the conditions of operation of the rented vehicle, as contained in the written agreement or contract. Violations of the conditions may void any renter non-liability clause to the renter.
 - iii. The traveler should obtain the Collision Damage Waiver (CDW), unless the individual's personal insurance would adequately cover the renter's responsibility for vehicle damage due to collision or upset.
 - iv. Since the passengers of rented vehicles are not usually covered by the general personal injury or death liability coverage, the Personal Accident Insurance (PAI) option should be taken, unless the renter feels that his/her personal liability insurance adequately protects them from personal injury or death claims from passengers.
 - v. The CRCPD will not pay for the option of protection for Personal Effects Coverage (PEC). Such an option will be at the expense of the renter.

 - f. **Intra-city travel as shall be necessary in connection with officially approved travel --** Not included is transportation between permanent residence and permanent office. Transportation to eating facilities when adequate eating facilities are within walking distance are not allowed. Travelers are expected to pay for this convenience out of their "incidental expense" reimbursement.
2. **Lodging-plus per diem within the conterminous United States (CONUS) -** The per diem allowance is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowances authorized or approved for all official travel within the conterminous United States (CONUS) shall be computed under the lodging-plus per diem system. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including any service charges where applicable.

Lodging plus per diem for foreign areas outside CONUS is applicable to the Trust Territories of the Pacific Islands, situated both outside CONUS, and the nonforeign areas. Lodging plus per diem rates for nonforeign areas are applicable to the States of Alaska and Hawaii, the Commonwealth of Puerto Rico, the Northern Mariana Islands, and the territories and possessions of the United States. Maximum per diem rates for both foreign and nonforeign areas can be located in the per diem supplement to the Standardized Regulations (Government, Civilians, Foreign Areas).

Under this system, the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, not to exceed the maximum lodging amount specified plus the appropriate taxes, and the allowance for Meals and Incidental Expenses (M&IE). The total is not to exceed the applicable maximum per diem rate for the location concerned. The traveler will automatically receive 75% of the M&IE on the first and last day of travel regardless of the departure or return times. The current listing of lodging-plus per diem rates is now available on the web at <<http://www.gsa.gov>> for both CONUS and foreign/nonforeign areas.

For those areas not listed, the standard rate shall be a total of \$123 (\$77.00 maximum lodging plus taxes and \$46.00 M&IE).

- a. **Lodging** - Lodging includes expenses for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.

Receipts shall be required to support all lodging costs for which an allowance is claimed. For use of government quarters only, a statement, instead of a receipt, may be accepted for a fee or service charged. If a lodging receipt is lost or destroyed, a copy of such receipt shall be obtained from the lodging establishment.

- b. **Per Diem** - the maximum per diem rates include a fixed allowance for M&IE. Meals include expenses for breakfast, lunch, dinner and related tips and taxes. Specifically excluded are alcoholic beverages, entertainment expenses, and any expenses incurred for other persons. When the M&IE rate, or a fraction thereof, is authorized or approved, it is payable to the traveler without itemization of expenses or receipts. Examples of "incidental expenses" are:
 - i. Fees and tips to waiters and waitresses, porters, baggage carriers, bellhops, hotel maids, etc.
 - ii. Laundry, cleaning and pressing of clothing,

- iii. Transportation between places of lodging or business and places where meals are taken except as provided in D.3.
 - iv. Telegrams and telephone calls necessary to reserve lodging accommodations, and
 - v. Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.
- c. **Per Diem Computations** - Beginning and ending of entitlement begins when the authorized traveler leaves his/her home, office, or other authorized point of departure and ends when the traveler returns to his/her home, office or other authorized point at the conclusion of the trip. Temporary duty station is defined as a place, away from the traveler's official station, where the traveler is authorized to travel.

Exception: Lodging Based on Actual Expenses - On occasion, the maximum lodging amount listed for a specific location is not sufficient to cover the estimated lodging expense. Prior to the departure date, the traveler must submit a request for approval to the CRCPD. CRCPD will evaluate the justification, and where appropriate, issue an exception to the regulations, which will be noted on the travel authorization.

- i. **Travel of 12 hours or less** - per diem shall not be charged to federal funds for travel of 12 hours or less within the same calendar day.
- ii. **Travel of more than 12 hours but less than 24 hours** -
 - (a) **Lodging not required --** The per diem allowance shall be 75% of the applicable M&IE allowance for the temporary duty assignment location. If more than one temporary duty location is involved, the per diem allowance shall be calculated using the highest of the M&IE rates prescribed for the location where official business is performed.
 - (i) When the travel period overlaps two days, 75% of the applicable per diem will be allowed for each day of travel. Should travel overlap into the next day by 30 minutes or less, no per diem shall be allowed for the second day.
 - (b) **Lodging required** - The per diem allowance shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus 75% applicable M&IE rate prescribed for the lodging location.
 - (i) When the travel period overlaps two days, 75% of the applicable per diem will be allowed for each day

of travel. Should travel overlap into the next day by 30 minutes or less, no per diem shall be allowed for the second day.

- iii. **Travel of more than 24 hours** - The applicable maximum per diem rate for each calendar day of travel shall be determined by the travel status and location of the traveler at 12:00 midnight and whether the lodging is required at such location. When lodging is required, the applicable maximum per diem rate shall be the maximum rate prescribed by the GSA for the temporary duty location or a stopover point where lodging is obtained while en route to, from, or between temporary duty locations. Only one maximum rate will be applicable to a calendar day (12:01 a.m. - 12:00 midnight).
 - (a) **Method for calculating lodging rate** - The per diem allowance for lodging shall be the actual cost of lodging, plus taxes, that are incurred by the traveler. This amount is limited to the maximum rate prescribed by the GSA.
 - (b) **Method for calculating M&IE rate** - The M&IE rate shall be calculated as follows:
 - 1. On the first and last day of travel, the traveler will automatically be granted 75% of the applicable per diem rate regardless of the departure or return time.
 - 1. Full days of travel that occur between the first and last day of travel will be granted 100% of the applicable per diem rate.
 - 2. If lodging is not required, and full days of travel occur, the M&IE rates will be calculated the same as described above.
 - 3. Should travel overlap into the next day by 30 minutes or less, no per diem shall be allowed for the next day, other than the 75% M&IE that was automatically granted for the last day of travel.
- iv. **Reduced per diem** - The CRCPD may authorize a reduced per diem rate when there are known reductions in lodging and meal costs, or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

3. **Additional Expenses** - Certain other expenses may be allowed and should be itemized under "special allowances" on the travel expense voucher.
 - a. Telephone, teletype, telegraph, internet and messenger charges may be used for official business when necessary to the mission of the traveler. The number called and the purpose of call shall be shown on the expense voucher.
 - b. Special meeting room(s) at a hotel or other place to transact official business are allowed when specifically authorized on the travel authorization form. Receipts for any special meeting room(s) must be included with travel voucher.
 - c. **Certain baggage charges are allowable** -- All such charges must be itemized on the voucher. A receipt must be attached to the voucher. The conditions of allowable charges are as follows:
 - i. **First checked baggage** – some airlines charge for all checked baggage. If the airline charges for the first checked bag, the traveler is allowed to claim the expense on the voucher. A receipt must be attached to the voucher for this charge.
 - ii. **Second checked baggage** – charges for second checked baggage shall be allowed only when the traveler is authorized or approved for a minimum of five night stay. Reimbursement will not be allowed for an additional bag used to carry non-business related items, e.g., sporting equipment, coffee pots, irons, etc., or for personal extended travel. A receipt must be attached to the voucher.
 - iii. **Necessary charges for the transfer of baggage between airlines** -- Porter gratuities are not allowed as "other" expenses, but are payable out of M&IE.
 - iv. **Excess baggage** -- charges for excess baggage shall be allowed only when authorized or approved, except where air-coach or air-tourist accommodations are used. The transportation of baggage up to the weight carried free on first-class service is the maximum allowed, unless authorized otherwise.
 - v. **Storage of baggage** -- Storage of baggage may be allowed when justified on travel voucher.
 - d. **Miscellaneous** -- Unusual miscellaneous charges necessary to accomplish the mission of the traveler may be allowed, if approved on the travel authorization.

F. Travel Forms

Forms prescribed for use may be obtained from the OED. Whenever any of these forms are not available, a letter may be substituted, provided the same information is contained therein as required by the prescribed form.

1. **Travel Authorization** - A signed travel authorization is required prior to the start of travel. In case of emergency travel when time does not permit for orderly processing of the travel authorization, the OED, or the CRCPD Chairperson, may communicate the approval for the travel to the traveler provided this action is subsequently documented as prescribed.
2. **Travel Expense Voucher** - A travel expense voucher is required to be completed and signed by the traveler and approved by the OED before reimbursement can be processed. A travel expense voucher, the cost comparative analysis information if appropriate, with the required receipts and a copy of travel authorization attached, shall be prepared and submitted for payment to the OED within 30 days of the date when travel is completed. If the voucher is not received within the 30 days, the traveler will be notified of his/her delinquency. Following this notification, if the traveler does not submit the voucher within an additional 30 days, a written notice will be sent notifying the traveler of possible deobligation of funds for the trip. If some "unforeseen circumstances" should arise and such compliance is unreasonable, the OED may grant an extension, if justified in writing. (*Note: OED requires airline receipt if traveler purchased own ticket. If ticket is purchased by OED, no receipt is required.*)

G. Travel Advance

A travel advance may be authorized by the OED when warranted, to the CRCPD traveler when on official CRCPD business. Travel advances are designed to cover expenses that the traveler would otherwise have to pay out of his/her pocket and then seek reimbursement. Travel advances are intended for such items as transportation, subsistence, vehicle rental, meeting room rental, and other authorized items as may be needed in the conduct of business.

Travel advances shall be based on the lowest amount necessary, and shall not exceed 75% of the total estimated cost of the travel, excluding airline cost. No advance funds for commercial transportation cost shall be sent directly to the individual traveler, except for those situations that might be of benefit to the CRCPD. If tickets for commercial transportation are to be purchased by the individual traveler, a check for the amount of the ticket shall be issued to the commercial vendor.

No traveler shall have more than two travel advances outstanding, and a second travel advance shall not be issued if an existing advance has not been liquidated within 60 days of issuance.

1. ***Applying for Advance*** - A travel advance request shall be made at least two weeks before travel begins and include all pertinent travel authorization information.

2. ***Responsibilities of the traveler*** - The traveler has the responsibility to apply for the smallest travel advance necessary and to promptly liquidate the advance on the travel expense voucher. Should the authorization for the trip be canceled, the traveler has the responsibility to promptly return the advance to CRCPD immediately.

H. Emergency Situations

Under emergency situations, or unusual circumstances of travel, the authorization or the continuation of authorization shall be evaluated on a case-by-case basis by the OED, and appropriate action taken based on such evaluation. Examples of such emergencies would be when a traveler becomes ill or injured, has a death in his/her immediate family, etc.