

GOVERNMENT TRAVEL GUIDANCE

Special care should be taken while traveling on government orders. Joint Travel Regulations (JTR) restrict traveler options, and reimbursement for certain expenses may be denied. The following guidance is provided to facilitate your travel and to expedite the processing of travel vouchers.

1. Please consult with Board staff before making any travel arrangements even if you intend to drive your privately owned vehicle. This will ensure that you do not mistakenly travel by a mode for which you will not be fully reimbursed.
2. Please allow the staff to order your airline tickets. Government-purchased tickets provide the traveler maximum flexibility since itineraries may be changed at no expense. In the event that you purchase your tickets, the government will reimburse you for either the actual cost or the government rate for coach, whichever is less. You cannot be reimbursed for any penalty charges should you purchase your tickets.
3. Frequent flyer miles from your government-purchased tickets may not be applied to your private accounts. In addition, you may not use your own frequent flyer mileage to upgrade government-purchased tickets from coach while traveling on domestic flights.
4. Do not travel by rental vehicle without coordinating with staff beforehand. Rental fees normally exceed travel reimbursement rates, so you will have to pay the difference. In addition, the government will not reimburse you for rental insurance, and you must provide a receipt.
5. Please consult with the staff before making your own lodging arrangements because reimbursement rates vary according to geographic location. You must provide a receipt for all lodging expenses, and the government will reimburse you for either actual costs or the JTR maximum, whichever is lower.
6. You will be reimbursed for local travel expenses such as metro, bus, or taxi that are associated with your official duties. Receipts are not required.
7. Receipts are required for lodging, rental vehicles, and transportation to the temporary duty site (less privately owned vehicle). Receipts are required for incidental costs such as airport parking and taxis only when they individually exceed \$75.
8. Our servicing finance center does not issue checks and provides travel reimbursement only through electronic transfer. Please provide the staff a voided check or a deposit slip for the bank account to which you desire electronic transfers to be sent.