

AUTM Travel Policy



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Purpose

The purpose of this policy is to introduce and establish overall guidance for all facets of travel and business meal expense reimbursements. This includes travel authorization and approval, travel planning, travel and business meal approval, and reimbursement. The overall guidelines established within this policy are intended to comply with directives from the Internal Revenue Service (IRS), the Federal Acquisition Regulations (FAR), Federal Joint Travel Regulations (JTR), and AUTM Travel policies.

Policy

All AUTM and subsidiary employees (the Company), consultants, contractors, and outside representatives are responsible for controlling travel and entertainment expenses and are expected to use good judgment and sound ethical business and legal standards while conducting and generating business on behalf of the Company and/or its customers or when requesting reimbursement from the Company. All business travel expenses must be *ordinary, necessary, and reasonable*. No employee on company travel shall benefit materially or monetarily from their company travel. Employee travel should be via the lowest cost alternative, consistent with good business practices and with an eye to productivity while traveling. Neither luxury, nor sub-standard modes of transportation and accommodations should be used.

Employee travel and the expenses associated with travel will be authorized only in circumstances which are clearly consistent with the mission, approved strategic plan, and actual contract work being performed by the Company. These expenses must be supported by adequate documentation, in addition to prior approval. Adequate documentation incorporates the “*who, what, when, where and why*” of the business expense. All receipts must show detailed amounts. In the event expenses are not considered valid business expenses, the supervisor will require the employee to reimburse the company for expenses paid with a corporate credit card, or such expenses will be considered personal compensation and will be reported as such on the employee’s W-2 earnings statement with applicable personal tax deductions (without a gross up of income tax due). *To maintain control over expenditures, any expense submitted which does not comply with the guidelines of this procedure will not be reimbursed, unless accompanied by a valid exception.*

Federal project travel must be required by the contract/award. For travel on federal projects, reimbursements will be in accordance with GSA rates for lodging and meals and incidentals per diems. These rates are found at GSA.gov and will be the criteria for reimbursement of approved travel. Any federal travel costs that exceed the allowable rates published in the GSA website must be recorded as unallowable costs.

Reimbursement of Expenses - General

- Reimbursement is made only for budgeted or otherwise approved expenses.
- All reasonable efforts shall be made to minimize costs to AUTM and FLC.
- Reimbursement requests must be in writing and shall include the purpose, date and location of the expense(s) incurred, an itemized list of expenses, a total amount requested for reimbursement, to whom the reimbursement is payable, and original receipts. Electronic submission of expenses in pdf format is acceptable.
- Reimbursement will be by check in U.S. funds.
- Expenses incurred in other than U.S. funds are to be converted to the U.S. dollar equivalent prior to submittal.
- When combining AUTM or FLC travel with other business, costs are to be allocated accordingly.
- Invoices must be addressed to AUTM. AUTM cannot reimburse a “third party” invoice.
- Reimbursement requests are to be submitted within 30 days of expense occurrence. This is particularly important for expenses incurred during the last month of AUTM’s fiscal year. (AUTM’s fiscal year is January 1 through December 31). AUTM reserves the right to refuse requests received more than 90 days after expense occurrence.

Manager’s Responsibility

Company Managers should know the current travel and business policy and inform their departmental staff of Company policies and procedures. Managers shall enforce these policies through regular training and instruction to all current and newly hired employees. Managers shall set the “tone at the top” regarding their own travel arrangements and expenditures and overall enforcement of this policy. The traveler’s direct supervisor is responsible for accurately reviewing

and approving travel expense reports, supporting documentation, and ensuring that the traveler is familiar with the planning, approval, and documentation requirements of this policy.

Travel Advances

Travel advances shall not be provided, except in special circumstances approved by the employee's direct supervisor and/or Executive Leadership. If the employee does not have a corporate credit card to charge travel expenses for their upcoming trip, the company will provide a method to pay for upcoming airline tickets and/or reserve lodging on the corporate card.

Travel Arrangements

Business travel shall be authorized in advance by the traveler's direct supervisor. Proper approval is required prior to travel for any business related travel, otherwise the cost of the trip may not be covered by the Company. The Travel Request should include the business purpose of the trip and the appropriate job cost coding. The traveler shall obtain, without exception, prior approval from the management personnel for any travel expenditure not specifically addressed in this policy. Expense reports must be submitted in a timely manner to ensure reimbursement and accurate cost accounting.

Air Travel

All travel and airline tickets must be purchased through the Operations Center of Excellence using the Company Corporate Credit Card. At no time shall travel fares be booked using personal forms of payment unless approval is obtained by company management. If this is done without prior approval, you may not be reimbursed.

Class of Service

All air travel must be economy or coach class except in the circumstances specified below.

Travelers are asked to purchase the lowest available airfare based on refundable versus nonrefundable ticket price and restriction comparisons. Any fare upgrades, except those listed below, are the financial responsibility of the traveler and shall not be reimbursed.

Business Class or First Class

If business class is not offered, First Class is authorized only when at least one of the following conditions apply AND prior approval is obtained from company management:

- Employees use personal upgrades and the cost of upgrading does not mean changing a lower approved fare. Any additional costs for upgrades will not be reimbursed.
- The traveler has physical conditions or disability dictates. Documentation in the form of a letter from the traveler's physician is required to document the current condition.

With the recognition that airlines have changed their pricing structure, this Policy also allows for modest in-cabin upgrades (seat selection, baggage fee waiver, extra leg room). Those in-cabin upgrades are limited to a maximum of \$100 roundtrip and will be fully allocated as a cost to AUTM. For these flights, AUTM will not reimburse for Business Class travel.

Excess Baggage

Employees will be reimbursed for charges relating to the first two business-related checked bags.

Employees will be reimbursed for excess baggage charges only in the following circumstances:

- When traveling with heavy, bulky materials or equipment necessary for business
- The excess baggage consists of Company property

Airfare (AUTM Board Members)

AUTM Board Members will be reimbursed for round-trip airfare for travel with the following conditions:

- For flights under 8 hours of flight time, the maximum airfare reimbursable is limited to the amount of an economy class, 14-day advance airfare (if practical). AUTM will reimburse an additional night's meal and lodging prior to the scheduled event for all trips over 6 hours to allow the Board Member to adjust to the new time zone.

- For flights over 8 hours, but less than 10 hours, of flight time, the maximum airfare reimbursable is limited to the amount of an economy class, 14-day advance airfare (as practical) as well as up to an additional \$750 in actual upgrade cost to the next level cabin. Should the cost to upgrade be less than \$750, AUTM will only reimburse the economy class airfare plus the actual upgradeable amount. If the cost to upgrade the economy airfare is more than \$750, the Board Member is responsible for the remaining amount. In the event that this flight is not upgraded to the next level cabin, this Policy allows for modest in-cabin upgrades (seat selection, baggage fee waiver, extra leg room). Those in-cabin upgrades are limited to a maximum of \$250 roundtrip.
- For flights over 10 hours of flight time, the maximum airfare reimbursable is limited to the amount of a business class, 14-day advance airfare (as practical), but only if a sufficient travel budget exists either in the Board Member's travel account or the meeting/event travel account. The Board Member is responsible for determining in writing if the necessary budget exists in advance of purchasing the ticket. If the Board Member does not determine in writing that the budget exists for the business class ticket, the Board Member will only be reimbursed for the economy class 14-day advance airfare plus up to \$750.

Flights and Airports

Travelers shall consider the most economical flight(s) available at the required time of departure at airports that are within a reasonable distance from their desired departure location. In some cases, this may require the traveler to book a flight at an airport that is not as convenient as one the traveler might normally use for personal travel.

Ticket Cancellations and Refunds

If the ticket purchased is nonrefundable, every attempt shall be made to use this ticket toward future airline ticket purchases whenever applicable. Most nonrefundable tickets can be used toward a new purchase for up to one year from the original issue date. Nonrefundable tickets are nontransferable. It shall be the responsibility of the traveler to inform Operations Center of Excellence of any unused nonrefundable ticket balances. Traveler will be required to apply the unused nonrefundable balance within that one year time period.

Travel Insurance

Traveler's insurance is not an approved cost and shall not be reimbursed to the traveler.

Automobiles and Other Surface Transportation

Automobile Rentals

Prior authorization from AUTM CEO needed for any automobile rentals.

No reimbursement shall be made for Loss Damage Waiver and/or Collision Damage coverage on rental car expenses.

Personal Car Used for Company Business

Personal vehicles may be used with prior approval from the employee supervisor when anticipated hours of work and transportation conditions make such a mode of transportation more efficient. The mileage should be computed from office to destination and reimbursed with the current IRS rate for business mileage.

It is the personal responsibility of the owner of the vehicle being used for business to carry adequate insurance coverage for his/her protection and for the protection of any passengers.

Travelers shall be reimbursed at the current IRS rate for U.S. travel, unless otherwise directed by the contract. *Employees shall not be allowed reimbursement via general fuel charges for personal vehicle usage. **A mileage reimbursement for actual documented mileage is the only approved reimbursement method.*** The round trip is calculated based on the office address, which may be the employee's personal home address. The traveler shall be responsible for accurately recording all mileage distances traveled and should provide a printout (i.e. Google Maps, etc) that shows confirmation of mileage. The mileage reimbursement covers all automobile costs, including insurance and depreciation, plus the costs of gasoline, oil, repairs, and maintenance incurred during the trip. Employees will not receive a direct mileage reimbursement if they are using a Company furnished vehicle.

Although AUTM employees normally work from home, if otherwise applicable, daily commuting mileage and tolls to and from assigned work location(s) shall not be reimbursed. Additional miscellaneous expenses such as car washes or oil changes

for personal vehicle use shall not be allowed.

Other Surface Transportation and Parking

Use of taxis or other public transportation shall be considered when determining the most economical means of transportation. Costs of Uber and other non-traditional taxis are also reimbursable expenses by federal travel rules.

Travelers are expected to avoid long-term parking expense at airports unless the parking cost is lower than available means of transportation to and from the airport.

Rail Travel

Domestic rail travel shall be in coach class.

Lodging, Meals, and Incidental Expenses (M&IE) Per Diems

Hotels

AUTM Association Related Travel

For travel only associated with AUTM business the employee shall be reimbursed only hotel nights necessary to complete AUTM business associated with trip. Supervisor approval must be obtained for dates of hotel duration before booking travel.

AUTM Board Member Travel

Board Members will be reimbursed for lodging for the evening immediately before and the evening of the day that the Board Member attends a meeting/event for Reimbursable Travel. When a Board Meeting is scheduled in conjunction with another AUTM function the Board Member is attending (outside of the Annual Meeting) only hotel nights necessary for attendance at the Board Meeting will be reimbursed.

Government Related Travel

This policy applies whether fully or partially travelling for government related purposes.

On approved travel, employees are eligible for lodging and meals per diem when:

- Employee performs official travel away from their official office/station;
- Employee incurs per diem expenses while performing official travel; and
- You are in a travel for more than 12 hours and are more than 50 miles from office/duty station.

The traveler shall be reimbursed for actual lodging expenses up to the maximum lodging amount shown in the GSA.gov and Federal Travel Regulation (FTR). This amount does not include taxes, which are allowable reimbursed amounts. Please note that some hotels may include a "vacation package fee" or "entertainment fee" (these are not taxes) and these costs should be recorded as unallowable.

In the GSA.gov, most cities, all states, and most zip codes are listed and are searchable to determine the current per diem rates.

When available hotels exceed the per diem amount authorized by the GSA for the locality, appropriate approval for the excess cost shall be obtained from the Project Manager prior to traveling and shall be documented on the expense report.

To use the higher actual rate, documentation shall be provided and approved prior to travel. The actual rate is authorized when one of the following occurs:

- Lodging expenses within prescribed allowances cannot be obtained nearby,
- Costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging or
- Due to project requirements

The difference between the higher rate and the published GSA rate for lodging must be recorded on the accounting books as unallowable.

The traveler shall be responsible for canceling hotel rooms within hotel cancellation deadlines. Failure to cancel a guaranteed reservation will result in a charge for one night's lodging. This charge is not reimbursable unless prior authorization is obtained.

Receipts for lodging must be provided to substantiate your claimed travel expenses for lodging.

Different Types of Lodging

- If official travel is 12 hours or less or within 50 miles of duty station, per diem expenses will not be reimbursed.
- Lodging with relatives and friends will not be reimbursed.
- AirBnB lodging costs will not be reimbursed.
- Personally owned residence costs will not be reimbursed.
- Personally owned recreational vehicle (RV/trailer/camper) costs will not be reimbursed.
- Sharing a room with another person is limited to being reimbursed to one-half of the double occupancy rate if the person is another company employee on official travel.

Meals and Incidental Expenses (M&IE)

AUTM Related Meals and Incidentals

All employees should use discretion in relation to meals and incidental charges. If you exceed twice the GSA rate it must be approved by the AUTM CEO. If charge is not approved the employee will be required to pay back the excess charge.

Government Related Meals and Incidentals

The GSA publishes the meals and incidental expenses per diem amounts by State, City, and zip codes. The meals amounts are shown in the GSA for breakfast, lunch, and dinner. These rates include taxes and tips.

An employee must be in official travel status for more than 12 hours in order to be eligible for per diem reimbursements. Also, the per diem M&IE will be reduced to 75% for the first day of travel and last day of travel. (The first and last day of travel per diem reimbursement is also shown in the GSA.gov website.)

While traveling, if meals are provided at a conference or seminar, the employee cannot claim per diem reimbursement for the provided meal. There is an exception: a meal provided by a common carrier (i.e. airline) or a complimentary meal provided by a hotel/motel does not affect the per diem reimbursement).

Per Diem reimbursement rates cannot be combined. The lodging per diem rates are a maximum amount; the traveler only receives actual lodging costs up to that maximum rate. Therefore, no "extra" lodging per diem can be added to the M&IE rate. Likewise, the M&IE per diem cannot be given up or transferred to lodging costs.

Board Member Related Meals and Incidentals

Board members will be reimbursed for meals at reasonable rates, and up to \$25 per trip for incidental costs for which no receipt is available (e.g., tips, fees for overseas use of credit cards) for Reimbursable Travel as described above. When a Board Meeting is scheduled in conjunction with another AUTM function the Board Member is **attending** (outside of the Annual Meeting), only normally reimbursed expenses pertaining to the Board Meeting portion of the trip will be reimbursed.

Annual Leave or PTO in Conjunction with Travel

Annual leave, PTO and holiday time shall be allowed in conjunction with planned travel when such leave/PTO does not increase the cost to the customer or to the Company.

Under no circumstances shall costs during annual leave or PTO periods be reimbursed by the Government or the Company. Such costs are both unallowable and non-reimbursable.

Hotel charges and incurred meal costs are not reimbursable for days charged as annual leave, PTO, or holiday time.

Spousal (Significant Other) and Family Travel

The travel expenses of spouses or dependents accompanying employees on business trips shall not be reimbursed.

Expense Reporting and Reimbursement

Travel Expense Reporting

Following the completion of approved business travel the traveler shall complete and submit an employee expense report within 7 business days of completion of travel. Failure to submit timely and accurate expense reports may result in less than full reimbursement for travel expenses and may include suspension or cancellation of travel and/or charge privileges. Employee is required to submit a separate expense report for each trip.

Expense reports shall be reviewed and approved by the traveler's supervisor. Supervisors are responsible for determining whether expenses are ordinary, necessary, and reasonable. Any expenses that are not ordinary, necessary, and reasonable must be removed from the expense report if the decision is made not to reimburse the employee. If the Company decides to reimburse, but costs are not reimbursable by the government, then costs must be recorded as unallowable. Significant reviews will be made to determine the business outcomes emanating from the business travel.

Expense reports are to be submitted to the Operations Center of Excellence for processing. Employee is responsible to reimburse the company if a company credit card was used for any personal charge on their expense report.

Completed, approved expense reports with required documentation shall be submitted to the Operations Center of Excellence for payment. Payment shall be made within 30 calendar days of receipt.

Reimbursable Expenses

The following travel expenses shall be reimbursed:

- Air freight for business purposes
- Business-related phone/fax services and Internet connections
- Laundry (valet) service on trips lasting more than four (4) nights
- Overnight delivery/postage for legitimate business purposes
- Meals
- Reasonable tips (up to 20% max)
- Taxis, tolls, parking expenses for legitimate business purposes
- Fuel purchased for a rental car
- Tolls, parking, taxi, Uber, Lyft

Government Non Reimbursable Expenses

- Airline club membership dues
- Alcohol
- Baby-sitting
- Barbers and hairdressers
- Clothing
- Country club dues
- Domestic travel insurance
- Family travel expenses
- Fees for any credit or charge cards
- Golf fees
- Health Club facilities, saunas, or massages
- Lost baggage
- Magazines, books, and newspapers
- Mini bar refreshments
- Movies – including in-flight and hotel in-house movies
- "No show" charges for hotels not cancelled within cancellation guidelines

- Optional travel or baggage insurance
- Personal accident insurance
- Personal car washes
- Personal entertainment – e.g., show or theater tickets
- Personal toiletries, grooming items
- Pet boarding or pet airline transport charges
- Pet care
- Shoeshines
- Souvenirs/personal gifts
- Stolen personal property
- Tobacco products
- Traffic, toll or parking violations/fines

Joint AUTM/Government Related Travel

Joint travel for functional team meetings, joint technical or promotion events, or other work within the scope of the FLC and AUTM Association will fall under this section. Since joint travel is partially travelling for government, the government travel rules will apply. However, team travel presents a blend of AUTM and FLC processes.

Each employee has a designated percentage split of time charged to AUTM and FLC. This number will be reviewed at least annually to ensure the appropriate percentage is being used based on actual timecards. This percentage basis will be used to calculate the proportion of the employees travel expense is billed to FLC or AUTM.

The initial billing for any split travel will be to the AUTM account and the proportion of FLC expenses will be billed through an intercompany reimbursement to AUTM. This reimbursement will include the cost of:

- Lodging
- Transportation (air and ground)
- Parking
- Mileage as appropriate
- Other items and limitations as noted above
- Meals and Incidentals

The AUTM Operations Center of Excellence will calculate the expense to be billed to FLC based on the total receipts and:

- Government lodging per diem amount or actual cost whichever is lower
- Transportation within government travel rules
- Other expenses within government travel rules
- The calculated Meals and Incidental Expenses

Food purchases by the traveler will be 100% paid by AUTM. AUTM will, in lieu of payment to the traveler, bill the proportion of M&IE expense to FLC through the intercompany account.

Example Travel Calculations for Joint Travel

Traveler A attends an All-Hands Meeting that is for support of AUTM Association and FLC in Chicago, IL in December 2021. The trip will span three days.

The employee splits time equally between AUTM Association (0.5) and FLC (0.5)

All travel is billed to AUTM Travel codes

Authorized GSA Travel per diem rates are Lodging \$134, M&IE \$76, IRS mileage rate of \$0.56 per mile

- Airfare receipt \$300
- Hotel Receipt \$134 for 2 nights, taxes \$25 per night for a total of \$184
- Personally owned vehicle (POV) to and from airport 20 miles \$0.56 per mile (20 miles * \$ 0.56 = \$11.20 each way) for a total of \$22.40
- Parking \$50

- Food at airport \$15 (not expensed to FLC)
- Uber to hotel \$20 each way for a total of \$40
- M&IE rate \$76 (The first and last days are travel days and allowable M&IE is 75% or \$57. $\$57 + \$57 + \$76 = \190)

Employee reported travel \$801.40

Employee FLC travel \$786.40 (food not expensed to FLC because of use of M&IE)

FLC reimbursement to AUTM: $\$786.40 * 0.5$ employee percentage = \$393.20

Traveler B attends Center Team Meeting that is for support of AUTM Association and FLC in Chicago, IL in December 2021. The trip will span two days.

The employee's time is allocated to 0.75 FLC and 0.25 AUTM.

All travel is billed to AUTM Travel codes

Authorized GSA Travel per diem rates are Lodging \$134, M&IE \$76, IRS mileage rate of \$0.56 per mile

- Airfare receipt \$300
- Hotel Receipt \$150 for 1 night, taxes \$25 per night totaling \$175 (per diem is \$134 so \$16 is unallowable and cannot be billed to the FLC)
- POV to and from airport 20 miles at current (20 miles * \$ 0.56 = \$11.20 each way) totaling 22.40
- Parking \$30
- Food at airport \$15 (not expensed to FLC)
- Uber to hotel \$20 each way totaling \$40
- M&IE rate \$76 (The first and last days are travel days and allowable M&IE is 75% or $\$57 + \$57 = \$114$)

Employee reported travel \$696.40

Employee FLC travel \$665.40 (food not expensed to FLC because of use of M&IE, \$16 over per diem)

FLC reimbursement to AUTM: $\$665.40 * 0.75$ employee percentage = \$499.05

Documentation Requirements

Expense reports shall be supported by itemized receipts for air/rail, hotel, auto rental, meals, and all other items. To be reimbursed, travelers must submit the following documentation:

Air/Rail: Passenger receipt showing proof of payment.

Hotel: Hotel statement in a daily, detailed format plus charge/credit card receipt or other proof of payment; telephone charges must be clearly marked as business or personal. Meals must be marked as business meals or individual meals not covered by the Per Diem rate. Movies or personal incidentals charged to the room will not be reimbursed. Alcohol charged to the room will not be reimbursed.

Auto Rental: Charge/credit card or other proof of payment.

Corporate Credit Card Charges

Business Meals (non-per diem, including customers, partners, etc.), in addition to the payment receipt, detailed itemized receipts must be provided for all business meals. Additionally, all personnel attending the business meal must be listed, with the name of the company and position for each attendee. A description of the business purpose of the meal, including a summary of the discussion must be provided. All items purchased as part of the meal that are intended for reimbursement must be submitted with the expense report.

Entertainment and conference expenses shall be supported by appropriate documentation (receipt, agenda, business purpose, and list of attendees with affiliation) as required by the FTR.

All required receipts shall be submitted with the completed expense report. If any receipts are missing, the traveler must complete a Missing Receipt Form with the expense report stating a description of the expense(s), the expense date(s), and the amount(s). Incorrect or incomplete expense reports will be returned to the employee for correction/completion. The purpose of any expense must be clearly and adequately documented on the expense report.

On those occasions where, in the interest of business, facilitation of a meal and/or some form of entertainment is required, the Company will cover costs by allowing for the reimbursement of business meals or entertainment as they relate to fair and lawful expenses that are solely in pursuit of profitability for the Company. The Company expressly forbids any business meal or entertainment event sponsored by, or with the knowledge of, an employee that is, or is perceived to be, with the intent of gaining influence in procurement of a government contract.

Risk Management

To the maximum extent possible, follow the guidelines below to protect the Company from serious disruption of continuity because of a major calamity:

- No more than two Corporate Officers should travel on the same conveyance.
- No more than two immediate subordinates should travel with each Company officer on the same conveyance.
- No more than 10 of the organization's employees should travel together on the same conveyance.

Definitions Associated with Government Travel

Defense Contract Audit Agency - DCAA - The DCAA is the audit agency of the Defense Department. All Costs incurred by AUTM and its subsidiaries could be subject to audit by the DCAA.

Cost Accounting Standards - CAS - The CAS contains various accounting standards that were designed to provide uniformity and consistency in the measurement, assignment, and allocation of costs to government contracts.

Fly America Act - An Act instituted by the United States Government requiring that all travelers flying on government business, funded by the US government, must travel on a US flag carrier to the farthest possible point; regardless of a non-US carrier can be confirmed for a lower price.

Federal Travel Regulations - FTR - These regulations implement statutory requirements for travel for those authorized to travel with Federal funds. They are guidelines for the incurrence of travel costs for federal employees and defense contractors in the contiguous 48 United States as prescribed by the General Services Administration.

Joint Travel Regulations - JTR - Guidelines for the incurrence of travel costs for federal employees and defense contractors outside the contiguous 48 United States as prescribed by the Department of Defense.

Per Diem Allowance - A daily payment in lieu of reimbursement for actual expenses for meals, lodging and incidental expenses. FTR guides the per diem rate based on geographic area.

Direct Travel - Travel costs directly attributable to a specific contract and for specific contract performance.

Indirect Travel - Travel costs incurred in the normal course of overall administration of the business.

Unallowable costs - Any costs, which under the provisions of any pertinent law, regulation or contract, cannot be included in prices, cost-reimbursements, or settlements under a U.S. Government contract to which it is allocable or which the contractor voluntarily excludes from claims to the U. S Government.

Travel Policy Acknowledgement Form

My signature below indicates I have been provided with and understand the AUTM Travel Policy.

Employee Name (Print):	
Employee Signature:	
Employee Position:	
Date:	