



## Division of Travel Services

### Travel Hot Spots

#### GSA Federal Travel Regulation (FTR)

<https://www.ecfr.gov/current/title-41/subtitle-F>

#### GSA—Per Diem Rates

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

#### GSA—POV Mileage Reimbursement

<https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement>

#### Fedrooms Hotel Master List

<https://www.fedrooms.com/>

#### Google Maps

<https://www.google.com/maps>

#### Maryland Transit Authority

<https://www.mta.maryland.gov/>



#### NOTICE TO CONTRACTOR

*SSA will not pay for travel or travel expenses incurred by contractors in violation of the Federal Travel Regulation or SSA's travel policies. Contractors should direct specific travel questions to their Contracting Officer or Contracting Officer's Representative.*

## Travel Policy Government Contractors

*A guide to the principles of traveling on behalf of the Social Security Administration*



**Division of  
Travel Services**

# Travel Policy



Travelers performing official business for the agency must exercise the same care in incurring expenses that a prudent person would while on personal business.

## Terms You Need to Know

**Temporary Duty (TDY):** A travel assignment to one location less than 30 days in duration.

**TDY Site:** The authorized travel location / temporary work location.

## Modes of Travel

⇒ Travel to/from the TDY site (listed in order of preference):

1. Common carrier transportation (air, rail, bus)

**NOTE:** If possible, you should purchase a fully-refundable ticket in the event the trip is canceled.

2. Rental Car
3. Privately-Owned Vehicle (POV)

⇒ Travel to/from transportation terminals:

1. Taxi/shuttle plus up to 15 percent for tip
2. If someone drives you to the terminal, reimbursement for roundtrip mileage cannot exceed one-way taxi fare plus tip.

3. Mileage for driving your POV to and from the terminal and parking fees cannot exceed the cost of a round-trip taxi plus tip.

**NOTE:** If you elect to travel via an unauthorized mode of transportation for personal convenience, any additional expenses you incur are not reimbursable.

## “In and Around” Transportation

- ⇒ For travel in and around the TDY site, you must consider public transportation (e.g., streetcars, buses, and subways) before other modes are approved.
- ⇒ Travel to places for personal business before/after work is covered by the incidental expenses portion of per diem (\$5).

## Per Diem

- ⇒ Per diem is a daily allowance received for lodging, meals and incidental expenses (M&IE) while in TDY status.
- ⇒ The per diem rate is determined by the location of your TDY assignment, not where you elect to obtain lodging.
- ⇒ The following guidelines cover the per diem allowed for different lengths of travel:
1. **24 hours or less, but more than 12 hours (one day trip):** Reimbursement for 75 percent of the M&IE rate for the locality
  2. **Trips of 24 hours or less, but more than 12 hours (overnight trip):** Lodging is reimbursable up to the maximum rate authorized for the locality plus 75 percent of the M&IE for the locality on both days.
  3. **Trips greater than 24 hours:** Lodging

is reimbursable up to the maximum rate authorized for the locality plus reimbursement for 75 percent of the M&IE for the first and last days of travel and the full M&IE for the days in between.

4. **Trips less than or equal to 12 hours:** No per diem allowed.

## Miscellaneous Expenses

- ⇒ Rental Car Insurance: may *not* be claimed.
- ⇒ GPS Navigation: may *not* be claimed.
- ⇒ Lodging Taxes: may be claimed limited to the taxes on the reimbursable lodging costs.
- ⇒ Baggage Fees: may be claimed for up to two checked bags and excess baggage (with appropriate justification).

## Receipt Requirements

- ⇒ Unless otherwise stated in your contract, you must submit receipts only for the following expenses:
1. Common carrier transportation;
  2. Lodging;
  3. Rental cars;
  4. Baggage fees; and
  5. Any other expense that exceeds \$75