**Travel Hot Spots**

- GSA Federal Travel Regulation (FTR)
- GSA—Per Diem Rates
  http://www.gsa.gov/portal/category/21287
- GSA—POV Mileage Reimbursement
  http://www.gsa.gov/portal/content/100715
- Fedrooms Hotel Master List
  https://www.fedrooms.com/
- Rand McNally Official Highway Mileage Guide
  http://www.randmcnally.com/
- Maryland Transit Authority
  https://www.mta.maryland.gov/
- National Weather Service
  https://www.weather.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
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.

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 days in between.
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