

**ANSWERS TO QUESTIONS YOU MAY HAVE
ABOUT EPA TRAVEL AND EXPENSE REIMBURSEMENT**

Which Expenses Are Reimbursable?

1. Meals and incidental expenses (M&IE) and lodging expenses at the Federal Government's fixed "per diem" rate.
 - a. Original receipts are required for lodging expenses and any incidental expenses over \$75.
 - b. Three-fourths M&IE per diem rate is allowed on the first and last date of travel regardless of the time of departure and arrival or the duration of travel.
2. Costs for taxis or other transportation between your office or residence and the airport or train station. Use of your personal car will be reimbursed according to the current government rate per mile. In addition, please note that:
 - a. Personal car may be used in lieu of air transportation to meeting destination if pre-approved by the Agency's Travel Authorization.
 - b. Total amount reimbursed will not exceed cost of airfare.
3. Airport parking.
4. Personal telephone calls, up to a maximum of \$6.00 per overnight stay at the hotel for domestic travelers and \$12.00 per night for international travelers.

Which Expenses Are Not Reimbursable?

1. Rental cars in areas that offer sufficient public transportation (e.g., Washington, DC), except under extenuating circumstances when justified and approved in advance through the Travel Authorization.
2. Taxis, unless they are used for official business or to get to and from airport.
3. Alcoholic beverages, entertainment expenses and expenses incurred for other persons (such as family members).
4. Tips.

How Are Travel Arrangements Handled?

1. All travel arrangements must be made through Lu-Ann Kleibacker (or Agency contractor). The primary communications will be through email. If someone else in your office handles your travel, please provide that person's contact information to Lu-Ann.
 - a. Lu-Ann will email you asking for your travel preferences.
 - b. Based on information you provide, Lu-Ann will book your air travel or rail reservations through GovTrip (an Agency reservation database) in accordance with Federal Government travel regulations, on government-contracted airlines in coach class.
 - c. When arrangements are completed, Lu-Ann will email your travel itinerary to you and fax your Travel Authorization. You must have the Travel Authorization with you when traveling.
2. EPA will purchase your airline or rail ticket through GovTrip. This ticket will route you to and from your residence and the meeting location in coach class, using a government contracted airline. If you want to make any changes to your travel arrangements e.g., upgraded seating, use of a different airline, different travel dates, travel to or from locations other than your home, please contact the HSRB Staff at 202-564-7189. Depending on the nature and reasons for the changes, it may be possible for the Agency to make accommodations and reflect the changes on your Travel Authorization. Please note that we cannot reimburse you for airline tickets that you book and pay for yourself.
3. If, during your stay in Washington, you need to change to an earlier or later flight, please discuss this situation with the Designated Federal Official. All changes will be made through Lu-Ann or Agency contractor.
4. If you experience difficulties en route regarding ticketing, you should call Rodgers Travel at (866)614-0615.

How Are Hotel Reservations Handled?

1. Generally, Board Members stay at the designated hotel, where the Agency contractor will reserve a block of hotel rooms. You must contact the hotel and confirm a room reservation using your personal credit card number to pay for the room. Please use the telephone number provided by Lu-Ann Kleibacker to make reservations, as well as the group name provided by Lu-Ann. Make sure you reserve your room for the night before the meeting starts to the day of your departure.
2. You will be reimbursed for the cost of your hotel room plus applicable hotel taxes. Current lodging per diem for Washington, DC is \$201 per night.

3. If you have any trouble booking your hotel room, please contact Lu-Ann immediately. If you decide to stay at a hotel other than the designated meeting hotel, with a rate that is higher than \$201 per night, you will be responsible for the additional costs. In certain circumstances, when government rates are not available, a higher rate can be approved. However, approval must be obtained in advance and appear on the Official Travel Authorization.

How Are Reimbursements Processed?

1. You must complete a “Travel Worksheet” and attach the original hotel receipts, airline or train ticket receipt(s), and receipts for expenditures over \$75.00.
 - a. EPA will send you a Travel Voucher for your review and signature.
 - b. After returning the voucher to EPA, you will be reimbursed in about 2 weeks.
 - c. Domestic travelers will receive an electronic deposit to their bank account. You may make any necessary changes to bank accounts in MyPay (<http://MyPay.gov>).
 - d. Travelers living outside the U.S. will receive a paper check in 2-3 weeks.