

II.	FISCAL SECTION
1000	Travel and Per Diem

1001 General Information

Prior written approval is required for all travel expenses claimed by *Network* Contractors unless the travel was pre-approved during the contract negotiation process and is included in the Budget Justification.

The *Network* contracts require that travel expenses claimed for Federal Share activities adhere to the rates established by the Department of Personnel Administration (DPA). See Appendix Form A12, entitled Travel Reimbursement Information for current rates/guidelines as established by DPA. Contractors who have budgeted for travel in the approved Federal Share Budget should be knowledgeable of the DPA travel and per diem rates and should ensure that billings to the *Network* for employees' mileage and per diem do not exceed the allowable rates. The *Network* will not reimburse costs above the maximum allowable rates.

It is important that Contractors share DPA travel Information with their subcontractors, consultants, advisory committee members, and other parties who provide services under the *Network* contract so that they adhere to the same rates and guidelines. The current reimbursable DPA mileage rate is 58.5 cents per mile (effective July 1, 2008).

1002 Excess Lodging Approval

The *Network* is aware that it is becoming increasingly difficult to stay within the DPA established maximum lodging rates for large meetings, conferences, etc. Therefore, the *Network* has established procedures for Contractors regulated by the DPA rates to obtain approval for excess lodging rates. Submit the following to the assigned CM:

1. A cover letter requesting approval for the excess lodging.
2. A justification that details:
 - Conference name.
 - Location of conference.
 - Dates of conference.
 - Purpose of conference.
 - Anticipated attendees.
 - Summary of bids obtained from hotels in the area including names of hotels, room rates, availability, and any comments. A minimum of three bids in excess of the standard rates are required for the justification to be considered by the CM.
3. A copy of the agenda, conference brochure, etc.

Please allow 25-30 days to receive a response to the written request. Once approved, the assigned CM will provide written notification of the approval.

1003 Non Network-Related Travel

The *Network* requires prior written approval for all non-*Network* related travel, which utilizes *Network* funds. Non-*Network* travel must support your nutrition education activities and must receive CM approval. Contractors should submit the following to the assigned CM:

1. Non-*Network* Travel Approval Form (Form A27)
2. A copy of the agenda, conference brochure, etc.

3. A cover letter requesting approval for any excess lodging, if applicable. The justification should detail:
 - a. Conference name.
 - b. Location of conference.
 - c. Dates of conference.
 - d. Purpose of conference.
 - e. Anticipated attendees.
 - f. Summary of bids obtained from hotels in the area including names of hotels, room rates, availability, and any comments. A minimum of three bids in excess of the standard rates are required for the justification to be considered by the CM.

1004 Out of State Travel

USDA requires prior written approval for all out-of-state travel. Requests for out-of-state travel must be submitted with the annual funding application packet (FAP) and must be included in the Budget Justification supporting the official Budget included in the fully executed contract. Since out-of-state travel for national conferences is limited to four participants from the entire *Network* each year, opportunities to attend are limited. Conferences must be directly FSNE related in order to qualify. To request approval for out-of-state travel, submit Form A18 in the Appendix Section to your assigned CM and PM.

The request will be reviewed by the *Network* to determine if there is sufficient merit for the travel request and if sufficient funds are available to cover the expense.

1005 Mileage Reimbursement

Consultants are eligible to seek travel reimbursement from their “home office” to the worksite. Personnel are eligible for travel reimbursement during the work day between worksites. When personnel travel to a temporary worksite from home, mileage reimbursement is calculated from the main worksite (not home address) to the temporary worksite.