

**REIMBURSEMENT GUIDELINES
WASHINGTON, DC METROPOLITAN AREA**

Expenses

Reimbursable expenses for participants traveling under a Federal Government contract are subject to Federal Travel Regulations (FTR). Allowable costs may include lodging, subsistence, transportation, and certain other miscellaneous items.

Attach original receipts for all allowable costs, **including hotel and airline expenses billed to a master account** to the enclosed expense voucher. Expenses submitted for reimbursement without a receipt and/or other supporting documentation may be disallowed.

The FTR prohibits reimbursement for lodging and meals for local participants who live within 50 miles of the conference hotel. Allowable expenses for local participants include metro, mileage, parking and taxi expenses.

Lodging and Subsistence

The cost of lodging, meals and incidental expenses related to subsistence will be reimbursed up to a maximum of \$228.00 (plus taxes) per day for overnight travel as follows:

Allowable Daily Lodging Rate
\$157.00

Meals and Incidentals	Allowable Amounts
Full Day	\$ 71.00*
Day of Travel	\$ 53.25**

*Government regulations allow for a flat payment of \$71 a day for meals and incidental expenses for each full day, no receipts are required.

**Travel days are reimbursed at 75% of the full day rate.

Transportation

Certain transportation expenses are reimbursable. Please submit original receipts for allowable transportation expenses with your reimbursement request form. Receipts for private automobile mileage claims are not required. Examples of reimbursable expenses include:

- (1) Air and train transportation at full or less than full coach class accommodations. First and Business class accommodations are allowable only if coach class accommodations are inadequate or not available **and** prior authorization has been obtained.
- (2) Automobile mileage, reimbursed at the rate of \$0.51 per mile plus parking fees and bridge, road, and tunnel tolls. The total reimbursable cost for mileage may not exceed the cost of travel by common carrier.
- (3) Taxicab or airline limousine fares to and from terminals; personal automobile mileage to and from terminals plus parking expense.
- (4) Fees or tips to porters at transportation terminals for handling Federal Government property only. Fees or tips for handling personal property are not reimbursable expenses.
- (5) Airline baggage fees, if applicable, with a valid receipt. Claims for reimbursement must be the same for inbound and outbound flights.

Workforce Issues: Integrating Substance Use Services into Primary Care Conference

August 10 - 11, 2011

Name: Last, First, Middle (Please Print)	Address to Send Remittance:	Date Submitted:
Phone Number:	Social Security Number (MUST BE PROVIDED):	Job Code: 1229

If you would like your check to be issued to your Organization, please print the company name, address, and tax ID #:

Washington, DC's M&IE Per Diem: = \$71.00; \$53.25 (75% on Travel Days)

Dates	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	TOTAL
Dates	8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	TOTAL
Air, Rail, etc.*												
Lodging*												
M&IE (Per Diem)**												
Ground Transportation												
Parking												
Tolls												
Auto Exp (detail below)												
Miscellaneous (detail below)												
Airline Baggage Fees												
Totals												

Date	Automobile Expenses	Rate	Miles	Amount
	Mileage To Airport/Train/Conference	\$0.51		
	Mileage from Airport/Train/Conference	\$0.51		
Date	Miscellaneous Expenses	Amount		

Week Total	Amount
Minus Travel Advance	\$
Minus Prepaid Expenses	\$
Office Use Only	
AMOUNT DUE TRAVELER	

* Prepaid by Magna Systems, Inc.

** Meals and Incidental Expenses (including laundry, movies, tips, Internet, etc)

Traveler's Signature: _____

Date: _____

Magna Systems, Inc. Approval: _____

Date: _____

SOCIAL SECURITY NUMBER MUST BE PROVIDED