

**SAIC-  
FREDERICK,  
INC.**

**DOMESTIC  
TRAVEL POLICY**

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# SAIC-FREDERICK, INC.

## CONTRACT TRAVEL GUIDELINES

The SAIC-Frederick, Inc. Travel Office provides necessary services to **contractor** travelers, as well as to those individuals involved in preparing the travel package. These guidelines are provided in an effort to simplify the preparation process, ensure convenient travel arrangements, and address general travel situations. If you have a question concerning contract travel, please call the SAIC-Frederick, Inc. Travel Office (301-846-1924). The goal of the SAIC-Frederick, Inc. Travel Office is to provide you with the assistance necessary for successful travel, while complying with the applicable SAIC-Frederick, Inc. contract requirements.

### **RESPONSIBILITIES OF CONTRACT TRAVELERS USING THE CONTRACT TRAVEL GUIDELINES**

**A contractor employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds.** Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this policy. **Contractor employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.**

## DOMESTIC TRAVEL

### DEFINITION

Domestic travel encompasses all trips within the continental United States, Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and the territories and possessions of the United States for administrative, scientific meetings and training.

Training represents costs associated with such requirements as non-credited classes, instruction into new methods or procedures, and courses which provide guidance in performing one's job duties. Per the U.S. Code and Code of Federal Regulations, for attendance at an event to be considered training, **all** of the following must apply:

- The announced purpose of the event is educational or instructional and is specialized or specific to a particular, skill, task, or process.
- More than half of the time is scheduled for a planned, organized exchange of information between presenters and an audience.
- The content of the event is relevant to improving individual and/or organizational performance and assisting in achieving the company's mission.
- Development benefits will be derived through the employee's attendance.

Examples:

- Learning of a specialized skill, task, or process that will improve job efficiency and performance via demonstrations, group discussions, and presentations.
- Learning how to operate/maintain newly acquired machinery, equipment, computers, or software.

## TRAVEL PACKAGE REQUIREMENTS

**In order to meet NCI requirements, please submit travel requests to the SAIC-Frederick, Inc. Travel Office at least four weeks prior to departure date to ensure adequate time for processing. Travel with total costs over \$250 or that which involves an overnight stay requires a travel package.** Travel that was not included in the annual approved budget and travel which exceeds the authorized per diem require Contracting Officer approval.

The travel arrangement process, including registration, air reservations and hotel reservations, should not begin until the travel package with all required signatures (to include Contracting Officer approval when applicable) and information is received in the SAIC-Frederick, Inc. Travel Office. **Employees who make their own arrangements prior to the receipt of NCI approval assume the financial risk in the event the travel request is denied.** IMPAC cards may not be used for payment of any travel related expenses. Questions regarding specific procedures for coordinating travel arrangements should be addressed with the SAIC-Frederick, Inc. Travel Office.

The following items must be included in the travel request package upon submittal to the SAIC-Frederick, Inc. Travel Department

- NCI-Contract Travel Request Form(Page A-8 & A-9)
- Travel Tips (with traveler signature at the bottom) (Page A-18)
- Back up documentation to include requirements associated with requests for payment of advances (i.e. registration paperwork, City Cab Transportation Request Form)
- If attending a conference or seminar, the event's agenda or any other paperwork/brochures describing the event

**Note:** All special requests or exceptions to the Travel Policy must be communicated to the Travel Department for approval prior to travel. A detailed justification must be provided for all special requests.

## REGISTRATION

Registration may be completed by the traveler or the SAIC-Frederick, Inc. Travel Department.

### Registration Completed by Traveler:

Employees who complete their own registration prior to the receipt of NCI approval assume the financial risk in the event the travel request is denied. For reimbursement of registration expenses, **one of the following must be attached to the travel package.**

- Confirmation from the conference agency that shows how the registration was paid.
- A copy of the registration form, inclusive of a copy of the cancelled check or the employee's credit card statement showing the charges.

### Registration Completed by the Travel Department:

The following items are required when the employee requests the Travel Department to complete his/her registration.

- A **completed** registration form must be attached to the travel package.
- If there are **specific deadlines** required to receive a discount, this information must be specifically stated on the Before Trip Travel Request Form.
- The mailing address with whom to make the check payable must be included.

## SELECTION OF TRANSPORTATION

SAIC-Frederick, Inc. selects the most advantageous form of transportation, considering cost and other factors. Travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of the employee's duties. Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available. If the employee does not travel by the method of transportation required by regulation or selected by SAIC-Frederick, Inc., any additional expenses incurred will be borne by the employee.

**EXAMPLE:** It is determined that the most advantageous and expeditious form of transportation for a particular individual is by U.S. flag air carrier. The individual is not comfortable with flying to his travel destination so he decides to drive instead. Reimbursement for transportation will be for whichever form of transportation results in the lower cost. The cost of airfare and transportation to get to the airport would be compared to the cost of mileage via automobile and any other fees associated with driving.

## AIR TRAVEL

- **For official business travel, coach-class accommodations must be utilized.** A special request for accommodations other than coach-class may be requested for the following circumstance: To accommodate a disability or other special medical need. The medical need must be substantiated in writing by a licensed medical authority. (Medical notes expire after 6 months for a temporary medical condition and after 3 years for a chronic/permanent medical condition). Medical notes will be maintained in the traveler's personal file with OHS.
- Travelers are responsible for obtaining necessary documentation, approvals, and coordinating review by OHS. The following process should be followed:
  - Travelers are required to schedule a meeting with OHS for concurrence on the need to fly business class. A medical note from the traveler's personal physician is required at the time of visit with OHS. **Please note, the medical note will be retained in OHS. Medical notes should not be forwarded to the travel office or NCI.**
  - After the traveler has met with OHS and obtained approval, a travel package is prepared and sent to travel. A copy of the required approval by OHS must be included with the travel package.
  - Program areas will be responsible for retaining OHS approvals, which will be used for future travel requests.
  - All requests for business class accommodations require Contracting Officer Approval.
- To control costs, it is recommended that non-refundable tickets be purchased. If employees change or cancel travel plans and incur penalties, the penalties are an allowable cost if a reasonable explanation is provided on the After Trip Travel Expense Report. The value of the non-refundable ticket can usually be applied to any other ticket for business use (for the same employee) within 12 months from the date of issuance of the initial ticket. Every effort should be made to use the ticket on the next business trip taken. Please note that the original flight must be cancelled prior to the departure date or the credit will be lost. The need for any other type of ticket must be justified to the SAIC-Frederick, Inc. Travel Office prior to purchase.
- Employees may be reimbursed for additional car rental, lodging and M&E incurred as a result of a required Saturday night stay occasioned by a restricted fare. However, the additional car rental, lodging and M&IE cannot exceed the cost reduction realized from the use of a restricted fare when compared to the standard (full) coach fare. The employee should provide a cost comparison in his/her travel request package.
- **All travel must utilize United States (U.S.) airlines.** In the event an employee books an airfare on a non-U.S. carrier because of a lower fare or for any other reason, the individual contractor traveler may not be eligible for reimbursement.

Please check with the SAIC-Frederick, Inc. Travel Office if there are any questions concerning travel by U.S. airlines versus non-U.S. airlines.

- All airlines have standard baggage size and weight allowances. Please check with the airline to determine the standard baggage allowance and make sure baggage weight and size remain under the standard limit. The airline will apply significant charges to overweight or oversized baggage. The need for excess baggage must be justified to the SAIC-Frederick, Inc. Travel Office in advance.
- Occasionally, it may be necessary to return home earlier than expected during official business travel. All requests to return home early must be justified. Returning home on a flight a few hours earlier than planned for personal convenience is not a justified reason and reimbursement for the flight change will not be allowable; however, flying “standby” at no additional cost is permitted. Any questions regarding early returns, should be directed to the SAIC-Frederick, Inc. Travel Office.

## **HOTEL PER DIEM**

- Employees are reimbursed for actual lodging expenses, not to exceed lodging per diem permitted by the Federal Travel Regulation (FTR). All requests for reimbursement of lodging expenses must be supported by a receipt.
- Allowable lodging costs within the contiguous United States are determined in accordance with FTR. Lodging costs incurred outside the contiguous United States are determined in accordance with the U.S. Department of State's Standardized Regulations (DOS-SR).
- Domestic lodging per diem rates can be accessed at the U.S. General Services Administration website at <http://www.gsa.gov> and by clicking on “Per Diem Rates.” Please note that incidentals are used for fees and tips given to porters, baggage carriers, bellhops, hotel maids, and stewards/stewardesses.
- Lodging taxes are excluded in the maximum allowable hotel rates for CONUS (Continental United States) and OCONUS (Alaska, Hawaii, Guam, etc.) rates.

EXAMPLE: If the maximum hotel rate for San Diego is \$81.00, the contractor traveler is entitled to reimbursement up to \$81.00, plus tax.

- Employees may request a deviation from the allowable lodging per diem under certain situations. Examples of situations warranting such a deviation are: 1) when the lodging expense is more than offset by savings in transportation expenses, or 2) when a conference or seminar is held at a hotel which does not offer rates within the FTR limits. All requests for deviations must be approved by the NCI Contracting Officer.
- If government hotel rates are not available at the destination, the SAIC-Frederick,

Inc. Travel Office will make every effort to obtain the government rate or suitable alternate lodging.

- Be advised that most hotels charge an Internet connection fee each time the Internet is accessed. **Please be conservative in connecting to the Internet. Internet connection fees will only be reimbursed for business use.**

### **PER DIEM RATES/ MEALS AND INCIDENTAL EXPENSES**

- The maximum allowable per diem for meals and incidental expenses (M&IE) are determined by the FTR for travel within the contiguous United States. Domestic per diem rates can be found on the Internet at the U.S. General Services Administration website at <http://www.gsa.gov> and by clicking on “Per Diem Rates.”
- The applicable M&IE rate shall be reduced by the dollar amount shown in the following table when meals are furnished to the employee without charge or at a nominal cost or the employee submits a separate conference meal expense. Deductions are not required for snacks, coffee breaks, and continental breakfasts. M&IE rates are meant to cover expenses for breakfast, lunch, and dinner and related tips and taxes.

	M&IE RATES					
	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$18	\$21	\$24	\$26	\$29	\$31
Incidentals	\$3	\$3	\$3	\$3	\$3	\$3

- Only one M&IE allowance rate is used per day (beginning at 12:01 a.m. and ending at 12:00 midnight). The M&IE rate for the location being visited can be used for all days of travel. **The allowance for meals and incidental expenses (M&IE) on the first and last days of travel will be 75% of the applicable M&IE rate.** Following are particulars about this procedure.
  - The full day meal and incidental per diem rates for the location will be used to determine the per diem reimbursements for the first and last days of travel.
 

For example: The daily meals and incidentals per diem rate is \$47.00. The first and last days will be calculated by multiplying \$47.00 by .75, resulting in a \$35.25 per diem rate.
  - One-day trips (more than 12 hours but less than 24 hours and outside of the 50-mile local travel area) will also be subject to 75% of the applicable M&IE

rate.

- There are occasions when meals are included in the registration fee for employees attending training. There are also occasions when meals are provided by the organization being visited or other employees. In these instances, **the value of meals provided to an employee traveler on the first or last days of travel are deducted from the per diem, based on the chart above, before the 75% is applied.** Deductions are not required for snacks, coffee breaks, and continental breakfasts.

EXAMPLE: The per diem for a travel location is \$39.00. On the last day of travel, the organization being visited is providing lunch to the traveler. The per diem for the last day of travel is calculated as follows:

\$39.00 per diem rate  
(\$11.00) deduction for lunch per chart above  
\$28.00  
X .75 for last day of travel  
\$21.00 per diem rate to be applied to last day of travel

- When meals are provided as part of the meeting, conference, seminar, or training, the employee is expected to take advantage of this opportunity. Daily meal per diem will be reduced accordingly. Employees will not be reimbursed for alternate meals when opting not to utilize meals provided by the organizing entity. Continental breakfast does not count as a meal.
- **Long-Term Travel (kitchen facilities provided):** For travel in excess of 30 days to one location where kitchen facilities are provided, meal per diem will be reduced by 50% for the entire duration of the trip.
- **Long-Term Travel (kitchen facilities NOT provided):** For travel in excess of 30 days to one location where kitchen facilities are NOT provided, meal per diem will be reduced to 75% of the normal daily per diem rate.

Please note, the 75% per diem for the first and last days of travel will be applied to the reduced per diem rate. Travels less than 30 days are eligible for full per diem.

## LOCAL TRAVEL

Employees may be eligible for **lunch per diem for non-overnight local travel** when the following condition is met.

- The employee is required to remain on official duty for an excess of 12 hours (includes travel time)

For non-overnight local travel exceeding 12 hours, the actual expense of lunch will be reimbursed. A detailed receipt must be provided and under no circumstance should the amount exceed the lunch portion of the M&IE per diem for the travel location.

Employees may be eligible for **M&IE per diem and lodging per diem** when **ALL** of the following conditions are met.

- The travel location is more than **50 miles** from the employee's permanent duty station **and** the employee's residence; **AND**
- The employee is required to remain on official duty for an excess of twelve hours (includes travel time), **AND** is also required to return to the travel location for duty early the next morning; **AND**
- The employee is required to stay overnight for more than one night

The NIH campus in Bethesda is deemed to be within a 38-mile radius of NCI-Frederick; therefore, per diem expenses are never permitted for travel to NIH.

### **AUTOMOBILE RENTAL**

- Authorization for automobile rentals is to be requested in the original travel package with justification. NCI Contracting Officer approval must be obtained for the cost to be charged to the contract.
- Before accepting a rental automobile, any preexisting damage (including "nicks or dings") should be noted and documented before signing the contract so that the contractor traveler is not charged for damages unrelated to the rental.
- At the time the rental car is picked up, the contractor traveler must be able to produce a major credit card. The rental car company may refuse the rental in the absence of a credit card.
- Auto rental agencies typically require that renters be at least 21 years of age; in some instances the minimum age for automobile rental is 25 years of age. If there is a question, please call the SAIC-Frederick, Inc. Travel Office.
- If a reservation for an automobile rental is made through SAIC Travel, only the SAIC-Frederick, Inc. employee may operate the automobile.
- The cost of purchasing extra collision insurance on a rental car is not reimbursable within the U.S. Extra personal liability insurance is not reimbursable, regardless of where the travel is performed.
- It is recommended that an intermediate or mid-size vehicle be rented. If a larger vehicle is required, justification substantiating the need must be provided in advance to the Travel Office.

### **TRAVEL BY PRIVATE AUTOMOBILE**

- SAIC-Frederick, Inc. selects the most advantageous form of transportation, considering cost and other factors. Travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of the employee's duties. Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available. If the employee does not travel by the method of transportation required by regulation or selected by SAIC-Frederick, Inc., any additional expenses incurred will be borne by the employee. **Use of a private automobile for out-of-town travel should be limited to those occasions where it is more cost effective than other means of travel.**
- Mileage will be reimbursed for the distance between the employee's duty station (place of employment) and the location of the business function being attended. **Mileage will not be reimbursed for use of a POV at the employee's duty station (i.e. within the NCI-Frederick campus).** Mileage is based on the standard miles of the "shortest route" as indicated by commercially available websites providing driving directions. Please attach to the After Trip Travel Expense Report, the printout from any website used which shows the resulting mileage.
- In the event that an employee departs from his/her residence on a normal workday for official business travel or returns directly to his/her residence on a normal workday following official business travel, **only the miles in excess of his/her normal daily commute** can be claimed as an expense. Please note that if an employee **departs from** his/her residence on a workday evening for official business travel and the individual has already traveled to work and back home for that business day; full mileage will be reimbursed from their residence to the travel location.

**EXAMPLE 1:** An individual's normal daily commute is from Leesburg, VA to NCI-Frederick, approximately 28 miles. On a normal workday, the individual returns from official business travel to Washington Dulles Airport and drives to his residence in Leesburg, which is a 17-mile drive. The individual **may not claim mileage reimbursement** because the distance from Washington Dulles Airport to his home in Leesburg is **less than his normal daily commute** to work.

**EXAMPLE 2:** An individual's normal daily commute is from Hagerstown, MD to NCI-Frederick, approximately 28 miles. On a normal workday, the individual departs on official business travel from his residence in Hagerstown for a seminar in College Park, MD which is 71 miles from his home. The individual **may claim mileage reimbursement** for 43 miles, which is the difference between his normal daily commute and the commute to the seminar (71-mile commute to the seminar – 28-mile normal commute one-way to work = 43 allowable miles).

- Weekend travel is occasionally required in order for the employee to be in attendance at a meeting, training class, conference, or seminar on time. When an employee **departs from his/her residence on a weekend**, the employee will be

reimbursed mileage based on the **full distance from their residence** to the location.

- The cost of using a private automobile will be reimbursed in accordance with the current "Privately Owned Vehicle (POV) Reimbursement Rate" published in the Federal Travel Regulations. The rate covers all costs of operation of the automobile. Parking and tolls are claimed separately. The current POV rate can be found by accessing the United States General Services Administration website at [www.gsa.gov](http://www.gsa.gov). Click on "POV Mileage Reimbursement Rates." Notification will be made when the rate changes.
- Only the operator of the vehicle can claim reimbursement for use of a private automobile when two or more employees travel together. Include the names of passengers sharing the vehicle in the "Comments" section of the After Trip Travel Expense Report.
- Provided on the following page is a list of local destinations and the estimated mileage reimbursement one-way from Frederick.
- Mileage reimbursement for personal vehicles will not be allowed for obtaining meals while on official business travel. Per Federal Travel Regulation section 301-10.190(b), the only exception is when meals are not available at the duty station or hotel and are not within walking distance from the duty station or hotel. A statement must be provided on the After-Trip Travel Expense Report explaining why mileage reimbursement is being requested.

## ESTIMATED LOCAL ONE-WAY MILEAGE ALLOWANCES

DESTINATION FROM FT. DETRICK	MILES
Alexandria, VA	57
Annapolis, MD	78
Arlington, VA	53
Baltimore, MD	52
Baltimore Airport (BWI)	55
Chantilly, VA	55
College Park, MD	51
Cumberland (Rocky Gap), MD	90
Dulles Airport	45
Gaithersburg, MD	28
Hagerstown, MD	24
McLean, VA	45
National Airport	55
NIH (Bethesda, MD)	38
Philadelphia, PA	155
Reston, VA	52
Rockville, MD	32
Shady Grove Metro Station	30
Vienna, VA	47
Washington, DC	52
York, PA	65

NOTE: Distances above are calculated from the NCI-Frederick at Fort Detrick. Starting points from offsite locations will produce varying results. Please provide the printout from any website used in calculating mileage allowances.

## TAXIS AND OTHER PUBLIC TRANSPORTATION

- The use of taxis, shuttles, and other public transportation is reimbursed at actual cost. Receipts are required for all transportation expenses. Tips not to exceed 20% of the cost of service are allowable. **Tips provided to City Cab drivers will not be reimbursed, as tips are included in the cost that is billed directly to SAIC-Frederick, Inc.**
- When taxi transportation is required from Frederick to the airport and return, please note this on the Before Trip Travel Request Form and then fill in the City Cab Transportation Request Form (Page A-15) completely.
- If there is an undue delay for the reserved taxi, the contractor traveler may use an available taxi service and expect reimbursement of reasonable cost with the proper receipt and justification. It should be noted that the contractor traveler should be prepared to pay the taxi fare if a taxi other than that arranged by the SAIC-Frederick, Inc. Travel Office. Direct billing arrangements do not exist with all cab companies.
- When the contractor traveler shares the taxi service with other contractor travelers, please note the shared cab on the After Trip Travel Expense Report.
- **The use of taxis and other forms of public transportation will not be reimbursed for obtaining meals while on official business travel.** Per Federal Travel Regulation section 301-10.190(b), the only **exception** is when meals are not available at the duty station or hotel and are not available within walking distance from the duty station or hotel. A statement must be provided on the After-Trip Travel Expense Report explaining why a taxi or other form of public transportation was used for this purpose.

## TELEPHONE CALLS

- All business telephone calls must be reported on the After Trip Travel Expense Report. Documentation must include evidence of charges incurred (copy of phone bill), purpose of each call, to whom the call was placed, and the necessity of the call.
- The contractor traveler should consider using a prepaid phone card or a personal telephone credit card in lieu of placing calls through hotels which are considerably more expensive.
- The contractor traveler is allowed a \$5.00 per diem for personal telephone calls. The per diem is to be listed on the After Trip Travel Expense Report. To be eligible for telephone per diem, the traveler must be staying overnight at least one night.

## PARKING/TOLLS

- Employees may be reimbursed for parking a personal vehicle at the airport for the duration of their travel. However, the most economical means for parking must be utilized. Garage or valet parking will **NOT** be reimbursed, unless a special need justifies this sort of parking. The following list displays the suggested parking areas at each of the airports in the Washington area and the website where more information can be obtained regarding parking.

BWI:	Long-Term Parking	<a href="http://www.bwiairport.com">http://www.bwiairport.com</a>
National:	Economy Lot	<a href="http://www.metwashairports.com/National/">http://www.metwashairports.com/National/</a>
Dulles:	Long Term/Economy Lot	<a href="http://www.metwashairports.com/Dulles/">http://www.metwashairports.com/Dulles/</a>

- Employees may be reimbursed for parking a personal vehicle or rental car at the hotel for the duration of their stay. The most economical means for parking should be utilized. Garage or valet parking will **NOT** be reimbursed, unless this is the only option or a special need justifies this sort of parking.
- Tolls incurred while traveling via personal vehicle or rental car are a reimbursable expense. Employees must provide receipts for reimbursement.

## **TREATMENT OF TRAVEL AS TIME WORKED**

- There are times when a non-exempt employee may be required to undertake contract-related travel. The following policies govern the payment of wages for periods during which an employee is in travel status. These policies are consistent with applicable Fair Labor Standards Act regulations.
  - One-day Trips: When a non-exempt employee is required to travel away from his/her normal work location, all the travel time involved counts as time worked. The only times which can be excluded are meal periods and the normal time spent by the employee commuting from his/her home to the normal work location.
  - Overnight Trips: When a non-exempt employee is required to be on contract-related travel that keeps him/her away from home overnight, all time spent traveling during the hours corresponding to the employee's normal working hours will be counted as time worked. This includes time spent traveling on Saturday, Sundays, and holidays that corresponds to the employee's normal working hours on other workdays. The only times which can be excluded are meal periods. Time spent traveling during hours outside the employee's normal working hours is not treated as time worked. In order to control contract costs and make more funds available for contract-related travel, travel itineraries for non-exempt employees should minimize the requirement for travel during periods which are treated as hours worked.
  - Exempt employees are not eligible for any additional compensation during periods of contract-related travel, including time spent traveling on Saturdays, Sundays, or holidays.

- Employees are cautioned that they **may not** accept honoraria from any source during contract-related travel when they are also charging direct labor. In order to accept honoraria, they must charge either Vacation or Leave Without Pay during the period they perform the service for which they will receive an honorarium. For example, an employee visiting a laboratory for several days to conduct collaborative studies may be asked to give a one-hour seminar for which he or she will receive an honorarium. The employee must charge either Vacation or Leave Without Pay for the one hour during which he or she gives the seminar, in order to be able to accept the honorarium.

In order to comply with SAIC-Frederick, Inc. contractual requirements, if an individual is lecturing or participating in informal presentations regarding his/her work at NCI-Frederick, a "Lecture/Oral Presentation Notification Form" must be completed and sent to the Office of the Director of Operations, SAIC-Frederick, Inc. for signature and subsequent NCI notification.

## **COMBINED BUSINESS AND PERSONAL TRAVEL**

Employees may occasionally combine personal leave plans with their contract travel agenda **for domestic travel only**. **The number of days of annual leave may not exceed the number of days that the employee will be conducting official business.** Weekends and holidays are not included as leave days.

The employee is only eligible for reimbursement of expenses that do not exceed the least expensive cost of traveling directly to and from the business destination and staying the minimum required time to complete the business purpose of the trip. The cost differential should be documented on the After Trip Travel Expense Report.

## **TRAVEL ACCIDENT INSURANCE**

SAIC-Frederick, Inc. provides travel accident insurance for employees under the age of 74. This insurance provides accidental death benefits for employees while traveling on contract business. A business trip "begins" when the employee leaves home or a place of business to initiate a trip, whichever occurs last. Coverage continues throughout the trip until the employee returns to his/her normal place of employment or residence, whichever occurs first. This coverage precludes the need to purchase separate travel accident insurance each time an employee travels on contract business. Therefore, the SAIC-Frederick, Inc. Travel Office will not reimburse additional travel accident insurance costs.

### **NOTE:**

**Travelers must submit all receipts, except for meals, to be considered for reimbursement.**