

TRAVEL TIPS

- Telephone numbers you may need:
 - SAIC-Frederick, Inc. Travel Department – 301-846-1924 (7 am – 4 pm EST) OR 301-846-1926
 - SAIC Travel (e-mail communication preferred):
 - Linda Rockhill – 703-676-4586 (9:30 am – 6:00 pm EST); linda.rockhill@saic.com
 - Rosa Martinez – 703-676-6925 (9:00 am – 4:00 pm EST); rosa.m.martinez@saic.com
 - SAIC McLean Travel Department– 703-676-8780 (After Hours)
 - City Cab – 301-662-2250 (local) or 888-552-2250 (toll free)
- You do not need to tip City Cab drivers, as tips are included in the cost that is billed directly to SAIC-Frederick, Inc. Tips for other cabs used can be no more than 20% of the cost of the cab fare.
- Travelers are entitled to reimbursement for personal phone calls of \$5 per day for domestic travel and \$10 per day for international travel. To be eligible for telephone per diem, traveler must be staying overnight at least one night.
- When parking at the airport, 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.
- Keep all receipts (i.e., hotel, taxis, shuttles, rental cars, airfare itinerary, etc.). You do not need to submit receipts for your meals while on travel.
- When meals are provided as part of the meeting, conference, seminar, or training, you are expected to take advantage of this opportunity. Daily meal per diem will be reduced accordingly. You will not be reimbursed for alternate meals when opting not to utilize meals provided by the organizing entity.
- Airline reservations – **All travelers 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. **All foreign airline reservations must be made through the SAIC Travel Office.**
- For official business travel, coach-class accommodations must be utilized. It is recommended that non-refundable tickets be purchased.
- 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.
- Use of City Cab – If City Cab will be picking you up from the airport upon your return, you will need to contact them to get the exact location as to where to meet them. Once your plane has landed and you have picked up your baggage, you will need to go to the nearest pay phone and call 888-552-2250. This is a toll free call. You will need to tell them your name and where you are in the airport. They will then tell you where to meet the driver and the color of the car they will be driving. All cars from City Cab will have a # 8 in the window. **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.**
- Use of Car Rentals – If a car rental is needed during your travel, Contract Approval is required before the

trip has occurred. When renting vehicles be advised that the 'standard' size vehicles must be used; SAIC will not reimburse for upgrades. All insurance must be denied (LDW, CDW, etc.). Also, SAIC will not reimburse for extra features such as a GPS, etc.

- If traveling during inclement weather, please contact the airline directly to inquire about your flight status.
- Any change in your travel needs is to be handled through the SAIC-Frederick, Inc. Travel Office and/or City Cab.

NOTE 1: If you receive an advance payment for a trip and the trip does not occur, you must return the advance to SAIC within 5 days of trip cancellation.

NOTE 2: After Trip Travel Expense Reports must be submitted within two weeks of completion of travel. Cash advances will not be issued for future travel until all After Trip Travel Expense Reports for prior travels have been submitted. If you are on foreign travel, in addition, you must submit a "Report on International Meetings and Foreign Travel Trips" to the Travel Office within 14 days upon your return to the United States. This is a contract requirement. Final processing of the trip will not occur until the After Trip Travel Expense Report AND the Report on International Meetings and Foreign Travel Trips Form are submitted to the Travel Office. Any changes that occur during the trip (i.e. flight delays or cancellations) must be explained in the "Comments" section of the After Trip Travel Expense Report.

I have read the Travel Tips above and agree to abide by the SAIC-Frederick, Inc. Travel Policy.

Traveler Signature

Date

****Please retain a copy of the Travel Tips for your records****