

**SAIC-Frederick, Inc.
Foreign 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.

Foreign Travel

Definition

Foreign travel encompasses all trips outside the continental United States, except for travel to Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands and the territories and possessions of the United States. All other destinations, including Canada and Mexico, which are located outside the continental United States, are considered to be foreign travel.

Contracting Officer Approval (COA)

All foreign travel requires Contracting Officer approval. In order to meet this requirement, it is necessary to submit travel requests to the SAIC-Frederick, Inc., Travel Office at least eight weeks prior to departure in order to ensure adequate time for processing. Any deviation from these requirements will be considered on a case-by-case basis.

The travel arrangement process, including registration, air reservations and hotel reservations, should not begin until the travel package with all required signatures (to include NCI approval) 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

1. NCI-Contractor Travel Request Form (Page 7 of “Travel Policy Attachments”)
2. Travel Tips (with traveler signature at the bottom) (Page 18 of “Travel Policy Attachments”)
3. Back up documentation to include requirements associated with requests for payment of advances (i.e. registration paperwork, City Cab Transportation Request Form)
4. If attending a conference or seminar, the event’s agenda or any other paperwork/brochures describing the event
5. Please see “International Travel Procedures” section for additional paperwork requirements.

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.

Other Requirements:

- All international air travel must utilize U.S. airlines. In the event a non-U.S. airline is used, because of a lower fare or for any other reason, the individual contractor traveler may not be eligible for reimbursement.
- A valid passport is generally required for travel outside the U.S., Canada, Mexico and some Caribbean Islands. In addition to a passport, certain countries require a visa. If there is a question concerning required documentation for foreign travel, please call the SAIC-Frederick, Inc., Travel Office for assistance.
- Employee expenses for foreign travel shall be reimbursed at the per diem rates permitted by FTR 301.7. Please contact the SAIC-Frederick, Inc., Travel Office for a current copy of the per diem rates or visit http://aoprals.state.gov/web920/per_diem.asp.
- International travel to particular locations may warrant immunizations, travel counseling, medications and first aid kits. It is the policy of SAIC-Frederick, Inc., to provide these services through Occupational Health Services (OHS) within the SAIC-Frederick, Inc., contract. Please refer to the “High-Risk and Non-High-Risk International Travel Procedures” sections for medical evaluation requirements.
- International travel may include travel to a high-risk area (HRA). HRAs are those areas of the world identified by the U.S. Department of State which could be dangerous to contractor travelers for health, political, terrorist, or other reasons. Please refer to the “Determination of High-Risk Locations” section for information

on how to determine if countries are considered HRAs. It is the policy of SAIC-Frederick, Inc., to provide high-risk travel briefings to personnel traveling to HRAs on official travel. Employees can receive HRA travel briefings and courtesy travel briefings from the Protective Services Department within the SAIC-Frederick, Inc., contract. Please refer to “High-Risk and Non-High-Risk International Travel Procedures” sections for security briefing requirements.

- When exchanging money in a foreign country, please save the exchange receipt, as this will assist in establishing the rate of exchange for the After Trip Travel Expense Report. See “Currency Conversion” section for additional information.
- When foreign travel is accomplished, the contractor shall complete and submit the Report on International Meetings and Foreign Travel Trips Form (See Page 22) to the Contracting Officer, through the SAIC-Frederick, Inc. Travel Office, within 14 calendar days after return to the United States. In order to comply with this contractual requirement, the SAIC-Frederick, Inc., Travel Office can provide a blank copy of the form to each employee prior to his or her departure for foreign travel or it can be accessed at <http://home.ncifcrf.gov/saic/bpdocs/itp.htm>. Employees must return the completed form to the SAIC-Frederick, Inc., Travel Office within 14 calendar days of their return to the United States. The completed form will be forwarded to the NCI by the SAIC-Frederick, Inc., Travel Office and a copy of the form will become a permanent part of the travel package audit file. NCI-Frederick contractors (other than SAIC-Frederick, Inc.) may elect to submit this form directly to NCI, rather than via the SAIC-Frederick, Inc., Travel Office. It is important that the Report on International Meetings and Foreign Travel Trips Form be submitted timely for the auditing and processing of trips to occur. 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.

Determination of High-Risk Locations

International travel is broken down into “high-risk” and “non-high-risk” categories. Determination of high-risk locations can be obtained at the following SAIC Corporate web site location: <https://issaic.saic.com/international/resources/hrta/risk.asp>. If you have never accessed the ISSAIC website, you will need to set up an ISSAIC account by going to <https://ess.saic.com/> and acquiring your password. You will be required to know your Corporate Employee Number. If you do not know your Corporate Employee Number, contact the SAIC-Frederick, Inc., Human Resources Department.

This website above provides a listing of the countries with categories identified indicating the level of risk involved. Following is a description of each category.

- Category A represents countries which are considered destinations that “present immediate and continuous hazards to personnel and require full support.”
- Category B represents countries which present some problems but are “deemed less hazardous than the Category A countries.”

- Category C countries “have reported history of commercial espionage directed against U.S. technical industries.”
- Category D countries “have been designated by the Center for Disease Control as requiring medical mitigation prior to travel.”

Category A and Category D travel destinations are considered high-risk for purposes of this policy and require additional forms.

International Travel Procedures

The following steps should be completed for all International Travel:

1. The International Travel Questionnaire Form is sent to the Travel Department, 92 TJ Drive, Suite 250.
2. It is recommended that a Security Briefing be scheduled with Protective Services by calling extension 1091; however, this is optional for non-high-risk locations. Security briefings are tailored to the location of your travel. They provide useful travel tips, information on how to protect yourself, and what to do in the instance of an emergency.
3. “International Travel Consultation Record” must be completed and sent to OHS, Building 426. This form gives OHS the initial information needed to schedule appropriate immunizations for the traveler.
4. The Travel Package is prepared and sent to the Travel Department, 92 TJ Drive, Suite 250.

If the travel destination is considered “High Risk” (Category A or D), the following form is also required:

For All Employee Travelers: High Risk Travel Area Acknowledgement Form

Take this form to the security briefing for signature. Protective Services will send the form to the Travel Department for forwarding to SAIC Corporate.

For All Non-Employee Travelers Coordinated and Paid for by SAIC-Frederick, Inc.: High Risk Travel Acknowledgement, Hold Harmless, Assumption of Risk and Release of Liability Form

This form must be sent directly to the Travel Department.

The booking of flight arrangements must be coordinated through SAIC Corporate Travel upon the receipt of Contracting Officer approval. If flight arrangements are not coordinated through SAIC Corporate Travel, SAIC will not be able to assist travelers with any required changes to their itinerary.

The following website contains the above information and forms in electronic format:
<http://home.ncifcrf.gov/saic/bpdocs/itp.htm>.

Please note that your travel will not be approved by Dr. Larry Arthur or Mr. David Buffer until the above requirements are met.

DNA Collection Requirements

Travel to specific high-risk locations defined as “combat-zones” may require participation in the SAIC DNA Identification Program. SAIC Corporate maintains a list of countries which require employees traveling to those countries to provide a DNA sample for identification purposes prior to travel. Travel to the specific country will not be permitted without providing the required DNA sample. Specific paperwork will need to be completed and a self-collection kit will be mailed directly to the employee to provide the DNA sample. The SAIC-Frederick, Inc., Human Resources Department will notify the traveler’s program area, when an individual is required to participate in this program prior to travel.

International SOS Emergency Assistance Services

Currently, all SAIC-Frederick, Inc., employees traveling to foreign countries on company business have access to emergency assistance services through International SOS, the world’s largest medical and security assistance company. In emergency situations, International SOS provides assistance to employees in identifying local medical facilities, locating doctors and dentists who meet western medical standards, and providing information and emergency assistance, which includes making arrangements for emergency medical evacuation. International SOS also provides assistance with other travel emergencies such as legal referrals, lost document advice and assistance, emergency translation services and temporary advance of emergency personal cash. All SAIC-Frederick, Inc., employees are automatically eligible for the aforementioned services and there is no enrollment process required.

Information regarding the International SOS services and how to access the services are provided to international travelers prior to travel during the security briefing provided by the Protective Services Department. At the security briefing, individuals will receive an International SOS brochure and membership card. The brochure and membership card can also be accessed at <http://home.ncifcrf.gov/saic/bpdocs/itp.htm>. In order to access the emergency assistance services provided by International SOS, employees need to take the brochure with them on international travel. The International SOS brochure includes the telephone numbers and SAIC membership number needed to access SOS emergency assistance. Employees should carry the SOS information with them at all times during travel in the instance an emergency situation arises. Note: Additional medical evacuation coverage may be required if visiting specific countries (i.e. Middle East countries). The SAIC-Frederick, Inc., Travel Office will notify travelers affected by this additional requirement.

Travel Registration with Department of State

“Travel registration” is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. By visiting <https://travelregistration.state.gov/ibrs/ui/> and creating an account you can electronically provide personal information about your international travel so that the Department of State and its overseas embassies and consulates can easily assist you in the event of an emergency. If an emergency occurs during your foreign travel, such as a natural disaster, act of terrorism, or civil unrest, the nearest U.S. embassy or consulate can be your source of assistance and information. It is recommended that you register your trip online at the link above so that the Department of State, U.S. embassy or consulate will be better able to assist you in the event of an emergency.

Note: The Department of State/local U.S. embassy can assist you in many of the same ways as International SOS Emergency Assistance Services (see above). Both can be used as resources if an emergency occurs.

Visa Requirements

Depending on the location being visited, a visa may be required for entry into the country. Contact the SAIC-Frederick, Inc., Travel Department or visit the U.S. Department of State website at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html and click on any country to find out visa requirements. If a visa is required for travel and assistance is needed in obtaining the visa, contact the SAIC-Frederick, Inc., Travel Department as soon as it is known the visa will be needed. The Travel Department will work with an outside company to obtain the appropriate visa.

Currency Conversion

The following lists foreign countries and their currency:

- Austria: Euro
- Belgium: Euro
- Denmark: Danish Krone
- Finland: Euro
- France: Euro
- Germany: Euro
- Greece: Euro
- Ireland: Euro
- Italy: Euro
- Netherlands: Euro
- Norway: Krone
- Portugal: Euro
- Russia: Ruble
- Spain: Euro
- Sweden: Krona

Switzerland: Swiss Franc
Turkey: Turkish Lira
United Kingdom: Pound Sterling

- Employees are reimbursed for travel expenses in U.S. dollars. Therefore, foreign currencies are converted to U.S. dollars based on the exchange rate effective on the date the expense was incurred.
- The following examples are offered for converting a foreign currency into a U.S. dollar equivalent:
 - If the currency exchange rate between British pounds and U.S. dollars is 1.6845, multiply 100 British pounds by 1.6845, resulting in \$168.45 (U.S. dollars).
 - If converting 100 U.S. dollars into British pounds, divide 100 U.S. dollars by 1.6845, resulting in 59.37 British pounds.
 - The same process applies to all currency, only the exchange rate differs.
- When traveling to a foreign country and converting U.S. currency into a foreign currency, try to convert only the necessary amount. Each time currency is converted, a fee is charged. Banks may not take coins when exchanging currency, so the contractor traveler should try to spend all coinage if possible.
- The SAIC-Frederick, Inc., Travel Office is able to provide currency exchange rates or visit <http://www.oanda.com> for exchange rate information.

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, approval, 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.

- A rest period not in excess of 24 hours at either an intermediate point or at your destination may be authorized if:
 - Either your origin or destination point is outside the continental U.S.;
 - Your scheduled flight time, including connection times, exceeds 14 hours;
 - Travel is by a direct or usually traveled route; and
 - Travel is by coach-class service.

Requests for a rest period require Contracting Officer approval and a detailed justification must be submitted as a special request with the travel package. When a rest period is authorized the applicable per diem rate is the rate for the rest stop location.

- 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 Form. 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&IE 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 foreign 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.
- For foreign travel, the booking of flight arrangements must be coordinated through SAIC-Corporate Travel upon receipt of Contracting Officer approval. If an outside entity is paying for a portion of the trip and will be arranging airfare for the traveler, a copy of the flight itinerary must be provided to the SAIC-Frederick, Inc., Travel Office.
- 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. SAIC-Frederick, Inc., will pay the charges for one baggage fee. The airline will apply significant charges to overweight or oversized baggage.

- 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. 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 Federal Travel Regulations (FTR). All requests for reimbursement of lodging expenses must be supported by a receipt.
- Foreign lodging per diem rates can be accessed at the U.S. Department of State website at http://aoprals.state.gov/web920/per_diem.asp. Please note that incidentals are used for fees and tips given to porters, baggage carriers, bellhops, hotel maids, and stewards/stewardesses.
- Lodging costs incurred outside the contiguous United States are determined in accordance with the U.S. Department of State's Standardized Regulations (DOS-SR).
- Foreign hotel per diem rates include lodging taxes.
Example: If the maximum hotel rate for London is \$211. The contractor traveler is entitled to \$211, including taxes.
- 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 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.
- If hotel reservations are made by the traveler, confirmations must be submitted to the SAIC-Frederick, Inc., Travel Office before the trip to confirm the amounts are under the allowable daily lodging per diem. Traveler risks not being reimbursed for the full amount charged if this is not submitted.
- 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 U.S. Department of State's Standardized Regulations (DOS-SR), for travel outside the contiguous United States. Foreign M&IE rates can be accessed at the U.S. Department of State website at http://aoprals.state.gov/web920/per_diem.asp.
- The applicable M&IE rate shall be reduced based on the percentages 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.

	Foreign M&IE Rate Deduction Percentages
Breakfast	15%
Lunch	25%
Dinner	40%
Incidentals	20%

- 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 foreign 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 a conference or seminar. 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 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 \$90.00. 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:

\$90.00 per diem rate

(\$22.50) deduction for lunch (90.00 X .25, per chart above)

\$67.50

X .75 for last day of travel

\$50.63 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.

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 instance 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.
- Individuals will be reimbursed for the cost of collision damage waiver or collision damage insurance when the vehicle is rented outside the continental U.S. Rental or leasing agency requirements, foreign law, or legal procedures which could cause extreme difficulty to employees involved in an accident, make this insurance necessary or advisable.
- 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.

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 15 of "Travel Policy Attachments") 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 traveler should be prepared to pay the taxi fare if using 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 \$10.00 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: <http://www.bwiairport.com>
 - National – Economy Lot: <http://www.metwashairports.com/National>
 - Dulles – Long-Term/Economy Lot: <http://www.metwashairports.com/Dulles>
- 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.

Annual Leave in Conjunction with International Travel

Annual leave taken in conjunction with official international business travel is highly discouraged. In the instance a traveler wishes to take annual leave in conjunction with official international business travel, he/she will only be allowed to do so one time per fiscal year (during one trip). If the annual leave to be taken exceeds two days, ALL airfare expenses will be incurred at the traveler's expense, regardless of who is funding the travel. If, for instance, annual leave exceeds two days and an outside source is paying for an individual's travel expenses, the traveler will still be responsible for all of his/her airfare expenses. Other expenses, such as registration, per diem, lodging and ground transportation will only be reimbursed to the traveler for the official business portion of the trip.

Exceptions to the above may be allowed for travelers on long-term assignments in excess of 30 days. Exceptions for long-term assignments will be evaluated on a case-by-case basis. For foreign travel, the booking of flight arrangements must be coordinated through SAIC-Corporate Travel upon receipt of Contracting Officer approval.

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.

Report on International Meetings and Foreign Travel Trips

SAIC-Frederick, Inc., Operations and Technical Support Contractor for NCI-Frederick

Name of meeting and/or institute visited, meeting location, and date(s) of event:

Discuss the value of the meeting and/or institutes visited to the NCI-Frederick in support of the SAIC-Frederick, Inc., contract statement of work.

Names of other participants with whom I had discussions on topics of mutual interest:

Name	Position & Organization	Country
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Topics of interest discussed:

Name of Contractor Traveler (printed)

Position Title

Signature

Date

SAIC-Frederick, Inc., International Travel Procedures Summary

All International Travel

Required

- Complete the “International Travel Questionnaire” and send it to the Travel Department.
- Complete the “International Travel Consultation Record” and send it to OHS, Building 426, to arrange necessary vaccinations.
- Prepare the Travel package and send it to the Travel Department.
- Obtain Contracting Officer approval before making flight arrangements.
- Arrange all flights through the SAIC Corporate Travel Department.
- Attend a security briefing offered by Protective Services. Call x1091 to schedule an appointment.

Additional Requirement for High-Risk Travel (Category A or D)

Required

Sign the “High-Risk Travel Area Acknowledgment” form at the Protective Services security briefing. Protective Services will send the signed form to the Travel Department.

For Non-Employees

Sign the “High-Risk Travel Acknowledgment, Hold Harmless, Assumption of Risk and Release of Liability” form and send it to the Travel Department.

International Travel Consultation Record

Please complete and send to OHS, Building 426

To be completed by Traveler:

- Date of Request _____
- Employee Name _____ I.D. # _____
- Location (i.e., NCI-Frederick, NIH Bethesda, Toll House)

- Bldg./Room # _____
- Phone # _____ Fax # _____
- Purpose of Travel: Work Related _____ Personal _____
- Date of last day at NCI-Frederick – Prior to Departure _____
- Please list countries in chronological order and specify city or rural areas, side trips, jungle, river, etc.

City/Country:	Dates:

For Official Use Only

Medical Consultation in OHS: Completed _____ Scheduled _____

Signature _____ Date _____

Security Consultation Completed:

Signature _____ Date _____

SAIC-Frederick, Inc., High-Risk Travel Area Acknowledgment

(To be signed at security briefing 1–3 days before departing)

In connection with my travel to _____, I hereby acknowledge that there may be danger of serious harm to me due to current political, social, and economic conditions there and that the U.S. State Department includes this location as requiring special precautions and considerations and I understand all the risks associated with that travel. I further understand that I will be working in an area where quality emergency medical care is not available and conditions of living and sustenance are extremely austere.*

I recognize that this international assignment and travel have the potential for safety risks which require prudent and responsible behavior on my part and I have received a security briefing by the Protective Services Department. I voluntarily accept this assignment and agree to abide by all laws and rules as well as any specific instructions which may be provided to me by SAIC and/or the customer for my safety and well-being. I further understand and agree that if I do not comply with the instructions given to me during the briefings, at any time during my travel, I will be subject to disciplinary action up to and including termination.

Traveler's Signature and Date

Traveler's Printed Name

Protective Services' Signature

Date of Briefing

*Specific risks associated with your travel destination will be discussed during your security briefing with the Protective Services Department. If you would like to review the risks prior to the briefing, visit the ISSAIC high-risk travel website: <https://issaic.saic.com/international/resources/hrta/risk.asp>. If you have never accessed the ISSAIC website, you will need to set up an ISSAIC account by going to <https://ess.saic.com> and acquiring your password. You will be required to know your Corporate Employee Number. If you do not know your Corporate Employee Number, contact the SAIC-Frederick, Inc., Human Resources Department.

International Travel Questionnaire

http://home.ncifcrf.gov/saic/bpdocs/International_Travel_Questionnaire.pdf