Contract Worker Travel (Expense Sheet) Guidance

Travel Authorizations:
A Travel Authorization is required for all travel performed by a contract worker. See e-forms 2250.01

A Travel Authorization shall be completed and submitted by the contract worker, signed by the BPA manager (electronic signature is acceptable) and contract worker's employer (actual signature required) for the following types of travel.

- Trip by Trip (for contract workers with infrequent travel)
- Blanket Authorization Request (for workers with frequent travel). Blanket Authorization Requests are only valid for the current fiscal year.

Travel Outside the CONUS:
Travel outside of CONUS (the continuous 48 states) requires an individual Travel Authorization Request. Foreign travel may not be included on a blanket authorization.

Conference and Training Attendance:
All conference or training attendance requests require additional information and approvals. Contact your COTR for additional information. To locate your COTR, from the BES Portal, open the BPA phonebook, enter your name and search, click on the hyperlink with your name.

Lodging & M&IE:
Prior to traveling, locate the authorized reimbursable amounts for lodging and Meals & Incidental Expenses (M&IE) at the following website:

www.gsa.gov

- Select Most Requested Sites, Per Diem.
- Enter the city and state of your destination. The maximum authorized lodging amount shown is pre-tax.

For the first and last day of travel (per trip) the traveler is entitled to 75% of the M&IE rate of the location of destination (city of lodging). The traveler may claim 100% of the shown M&IE rate for all days in which the contract worker is in travel status from midnight to midnight. The M&IE rate is based on the location of lodging for that night. For the day of return, 75% of the authorized M&IE rate for the location of the last night of lodging is used.

Mileage:
Round trip mileage for driving your private auto (POV) to your duty station and home may be claimed if you will be in travel status at least one night.

Receipts:
Receipts are required for lodging, airfare, rental vehicles and additional expenses such as parking, tolls, ferry fees, and baggage check fees.

Entering Expenses in Fieldglass

If you are unable to enter expenses in Fieldglass, contact your COTR or the SLMO Hotline (360 418-8321). Hours are 7:30AM – 4PM; Monday through Friday (closed Holidays)

Mileage:

- When claiming mileage, in the description box, list the "to and from" location
  Example: RT from residence (note city of residence) to Ross
- If required to use POV for government travel, note the "to and from" locations in the description box.
- Mileage is reimbursed currently at $.565 per mile.
- If a Government vehicle is available and you choose to drive your POV for personal reasons, the partial mileage rate must be used. The current rate of reimbursement for partial mileage is $.24 per mile.

Lodging:

- When entering a lodging claim in Fieldglass, include the name of the hotel/motel in the merchant box and the city, state and date(s) of stay in the description field.
- The maximum authorized amount for lodging listed on the GSA Per Diem site is pre-tax.
- If the contract worker is in continuous travel status, authorization for use of a personal recreational vehicle (RV) may be authorized. Contact your COTR.

Meals and Incidental Expenses (M&IE):

- Partial day M&IE rate is used to claim 75% of the rate for your day out and day of return to duty station.
- If you are in the same location for the entire trip, you may enter both partial days as one entry. In the description box note the dates claimed and the city and state.
  Example – partial day M&IE, 2/7 and 2/11, Spokane, WA
- Full days at the same location may be combined on one entry.
  Example – 3 full days, 2/8-2/10, Spokane, WA
- If overnight stay will consist of multiple locations during one trip, each location must be listed for lodging and M&IE must be shown as a separate entry on the same expense sheet.

Misc Travel:

- Includes, but not limited to, baggage check fees, parking charges, tolls and ferry fees.
- Attach all lodging receipts, misc travel receipts and the pre-approved Travel Authorization Request.

Continuous/Extended Travel:

- If in continuous/extended travel status (for more than one week), expense sheets shall be submitted weekly, corresponding with the timesheet (Saturday-Sunday)
- Note in the comments box "In continuous travel from previous week" and/or "Still in continuous travel status".

Expense sheets must be submitted within 5 days of return of trip (or weekly if in continuous travel status). Multiple trips in one week may be combined on one Expense Sheet.

For more information regarding Federal Travel Regulations, contact Teresa Street, Supplemental Labor Management Office, 360 418-2730

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