TRAVEL AND REIMBURSEMENT INSTRUCTIONS FOR FEDERAL REVIEWERS

Federal government employees are required to travel under the Federal Travel Regulations that govern all regular Federal employees. Travel to and from the review meeting is authorized via issuance of a Standard Form HHS-1 (government travel order) that is prepared in advance of each meeting by NIH staff.

Reimbursement may be made for the following travel expenses incurred while on official NIH business (please save all receipts):

TRANSPORTATION

Air/Train
Initially, an NIH staff member will contact the reviewer and serve as the Federal reviewer’s travel planner. All air and train travel will be set up using the NIH travel system GovTrip. If the reviewer is not in the GovTrip system, a staff member will provide the reviewer an ACH form and the Non-NIH Affiliated Traveler Addition form. Once these forms are filled out and sent back, the reviewer’s information will be entered into the system and a staff member will contact and help with the reviewer to book their flight or train reservations. Then, Omega World Travel will issue the reviewer a round-trip government contract airfare/train ticket to be used for traveling directly to and from the review meeting.

If the reviewer needs to alter travel plans at any point after the initial plans are made, the reviewer must contact Omega World Travel. Omega staff can be reached by phone at 1-800-955-2582. They can also be contacted by fax (1-866-657-0070) and email nihmd@owt.net. For after-hours emergencies, reviewers should call 1-866-651-0076.

Automobile
Reimbursement will be made at the rate of 56 cents per mile. This rate is subject to change by GSA. Tolls and parking fees are also reimbursable. Reviewers may be reimbursed for the round-trip mileage to the airport if someone else has driven them or for the parking fee plus round trip mileage if the reviewer is the driver and parks at the airport.

OTHER REIMBURSABLE EXPENSES

Limousine and Taxi Fares
Trips to and from airports and review meetings are reimbursable. Rental cars are not authorized.

Telephone Calls
Reviewers are authorized up to $5 per day reimbursement for telephone calls to their family. Special Government Employees (SGE) in extended travel of two or more days can batch their allowance for telephone reimbursement. In lieu of making one call per day not to exceed $5, an SGE can batch two days together and make one call amounting to $10 or batch three days together and make one call amount to $15.
Taxes
State and local taxes on hotel rooms are reimbursable.

Per Diem/ Lodging Reimbursement
The current per diem rate for the metropolitan Washington, DC area varies by time of year.

Lodging
The current rate of reimbursement for overnight lodging/hotel expense, not including taxes, in metropolitan Washington, D.C. area for FY2014 are October - $219, November through February - $184, March through June - $224, July and August - $167, and September - $219. These rates may change at any time.

Meals and Incidental Expense (M&IE)
The Washington DC rate is currently $71.00 per day, $53.25 for ¾ day reimbursement on travel days.

Travel without Lodging:
If an SGE is in travel status from 12 to 24 hours, travel is completed within this timeframe, and no lodging is required, then the per diem allowance will be ¾ of the applicable M&IE allowance for the temporary duty assignment location.

Travel with Lodging:
If lodging is required, the per diem allowance shall include the applicable maximum lodging allowance for the temporary duty assignment location (unless the hotel charges less) plus ¾ of the M&IE allowance.

EXAMPLES:
1. SGE travels to metropolitan DC area on May 28, attends a meeting on May 29, and returns home on May 29. This individual will receive the following reimbursement:
   - May 28: ¾ M&IE ($53.25) plus lodging
   - May 29: ¾ M&IE ($53.25)

2. SGE travels to metropolitan DC area on May 28, attends a meeting on May 29 and 30, and returns home on May 30. This individual will receive the following reimbursement:
   - May 28: ¾ M&IE ($53.25) plus lodging
   - May 29: full M&IE ($71.00) plus lodging
   - May 30: ¾ M&IE ($53.25) -- day of meeting and return home

REQUIRED RECEIPTS
- airline tickets
- hotel receipts
- receipts for taxis charging $75 or more
- express mailing or fax charges (reimbursable up to $25)

HONORARIUM
Honorarium is not paid to federal employees.
**MISCELLANEOUS**
Dual compensation must not be claimed. When service is provided for another sponsor during the same trip, charges should be prorated between sponsors.

**PAYMENT OF CLAIMS**
Every effort is made to audit and prepare travel vouchers in a timely manner. Questions regarding reimbursement should be directed to SRP at 301-496-2550. Vouchers are processed more quickly when all required receipts are submitted as requested.