

## TRAVEL GRANT REIMBURSEMENT INSTRUCTIONS

Within **30 days** upon returning from your trip, please submit a travel expense report, along with receipts for ALL travel expenses incurred, to Raytheon BBN Technologies.

1. **Complete** the travel expense report template emailed to you.
2. **Scan** all receipts for the expenses you wish to be reimbursed for into **a single PDF file**.
3. **Email** your expense report and receipts to Julie McColga at [jmccolga@bbn.com](mailto:jmccolga@bbn.com).

***You may request reimbursement for the following travel expenses:***

- **Roundtrip airfare**
  - Airfare must be the “lowest logical airfare” available at the time of booking. If anything above economy is reserved, only the cost of the economy fare will be reimbursed.
  - The definition of “lowest logical airfare” is the least expensive, non-refundable fare with the minimum number of stops at the time of booking.
  - You must use a U.S. carrier. Airfare booked using non-U.S. carriers will not be reimbursed.
  - If you wish to add extra days for a personal trip or fly into a different airport, prior approval is required.
- **Lodging**
  - The conference hotel rate, plus applicable taxes, will be reimbursed.
  - You must book your hotel room directly through the conference hotel and request the special conference rate. **DO NOT use a 3<sup>rd</sup> party travel agency for your hotel reservations.**
  - If you register after the deadline, the GPO will only reimburse you for the government per diem hotel rate.
  - Internet and all other in-room expenses are non-reimbursable.
- **Meals**
  - Meal costs up to the daily government per diem will be reimbursed.
  - **Receipts must be provided for ALL meal expenses.**
  - Snacks & beverages outside of regular meals are non-reimbursable.
- **Ground Transportation**
  - Reasonable transportation costs for travel from home to airport and from airport to hotel (and back) will be reimbursed.
  - Airport parking costs and mileage will be reimbursed to those choosing to drive personal vehicles, assuming these costs are equal to or less than the cost of alternate transportation, such as taxis.
  - You must obtain prior approval if you wish to rent a car and be reimbursed.
- **Personal Vehicles**
  - Personal vehicle costs such as mileage, tolls, and parking will be reimbursed to those choosing to drive (mileage is reimbursed in lieu of gas costs).
  - **Cost of driving should be equal to or less than the cost of flying. You must provide an airfare quote as proof.**
  - Mileage will be reimbursed at the government rate in effect during time of travel.
- **Conference and workshop fees**
  - All conference and workshop fees charged by the conference coordinator will be reimbursed to travel grantees.

**\*\*\*Please Remember\*\*\***

- Receipts are required for **all expenses incurred** (including meals not provided by the conference).
- *Itemized* receipts are required for all individual meals exceeding \$50.
- Itemized receipts are required for hotel and airfare expenses. **We must see the tax broken out from your daily hotel room rate.**
- Alcohol is non-reimbursable.
- Food & beverage outside of regular meals is non-reimbursable.
- Expenses may be disallowed if they are considered unreasonable or unrelated to the purpose of travel.
- Please provide the mailing address where payment should be sent to on your invoice.
- A reimbursement check will be mailed to you within approximately 45 days upon receipt of your invoice and receipts.
- Reimbursement requests submitted more than 30 days after returning from your trip may not be approved or paid.
- Gov per diem rates can be found here: <http://www.gsa.gov/portal/category/21287>