

Title:	Travel Management and Expense Reporting		
Document Number:	AM-FAS-PL-2056-AM	Revision Number:	3
Document Type:	Policy	Date Last Revised:	12 June 2025
Issuing Process:	Finance & Accounting Services	Data Classification:	Internal
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1.0 Purpose and Introduction:

To provide policy for the scheduling and conduct of safe and authorized business-related travel for Amentum employees between domestic or international locations as well as guiding principle related to incurring travel expenses that comply with the requirements of the Federal Acquisition Regulation (FAR).

The guiding principle in this Policy applies to both the travel charged direct to either commercial or U.S. Government contracts, as well as the travel charged to Amentum indirect budgets.

2.0 Applicability:

This documented information applies to all Amentum employees, including employees of all legal entities under Amentum's exclusive control. Other corporate entities such as Joint Ventures (JVs) and Limited Liability Companies (LLCs) should refer to their respective operating agreements and governing documents to determine the applicability of Amentum policies and procedures.

2.1 Exclusions: None

3.0 Policy

3.1 All travel arrangements and expense reporting should be made consistent with the guiding principle below. Business travel should provide a benefit to the Company that exceeds the cost of travel. The travel is justified when it is the most economical or the most effective method available to accomplish the Amentum objective. Employees and managers should consider alternative forms of communication, such as teleconferences or videoconferences, prior to incurring business travel expenses. Managers and supervisors are responsible for enforcing this guidance and are expected to be diligent in both their authorization of travel and their approval of travel expenses.

3.1.1 **Advance Bookings:** Employees should use Amentum's Designated Travel Agent (DTA) for all business-related travel reservations. Any exception to utilizing the DTA must be approved by the Designated Travel Director or Program Vice President. To minimize cost, travelers should make travel arrangements as early as possible (target 14 days prior) to take advantage of advance purchase discounts.

3.1.2 **Approval:** Employee travel should be approved in accordance with any protocols that are established within that employee's specific Amentum department, business group, business line, site, or program. Some contracts may require customer approval of any direct-charged travel. While all travel should be approved by your manager in advance, international travel requires submission of forms in compliance with the International Travel Procedure (Reference 5.1). There is a Checklist for International Travel in Reference 5.2 that should be used prior to traveling internationally. The checklist includes requirements for International Trade Compliance per Reference 5.2 (i.e., Export Questionnaire).

3.1.3 **Travel to High-Risk Countries:** All travel to high-risk locations requires approval from Amentum Security Services via submission of a Travel Security Information Document (TSID) form (Reference 5.3). The approved TSID should be included when submitting an expense report related to such travel. All travel security information, including

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country risk ratings can be found on the Amentum Intranet Security Services page. Employees traveling to countries or regions declared unsafe will be expected to leave the country and/or region when and as directed by Amentum or the DTA.

- 3.1.4 **Reimbursable Tickets:** In those situations where air travel will be reimbursed by a client and there is reasonable doubt whether that trip will be taken, the employee, with approval of the Project Manager, may book a refundable ticket, unless specifically not allowed by the client/contract. Employees should consider whether the price differential of a refundable ticket is justified as compared with a change fee and non-refundable ticket for either direct billed or indirect travel.
- 3.1.5 **Use of Third-Party Travel Websites:** Use of alternative travel sites (such as Expedia, Priceline, Kayak, Hotels.com, Delta Vacations.com, etc.) or airline websites should not be used to book business travel. All travel should be booked with the DTA.
- 3.1.6 **International Entry Requirements:** Employees traveling to a foreign country are responsible for ensuring they can fulfill the country's entry requirements (i.e., passport, business visas, inoculations, vaccines) prior to making the reservations. Please refer to the Medical and International Assistance paragraph in Reference 5.1 International Travel Procedure.
- 3.1.7 **Combined Business and Personal Travel:** When an employee combines personal travel with a business trip, the personal travel must not incur additional cost to Amentum. Employees should not commingle personal travel costs with Amentum business costs. Expenses for lodging, rental car, per diem, airport parking, etc. for time spent while on Personal Time Off (PTO) should not be included in the employee expense report.
- 3.1.8 **Accounting for Travel Time:** Employees should follow timekeeping directives set forth by their respective functional departments, business groups, or business lines. The Human Resources (HR) Work Time Procedure (Reference 5.4) Attachment 3 Section 10 addresses the typical allowable hours associated with travel. Time spent traveling from home to airport and back home may be considered work time. Refer to Reference 5.4 or contact HR should you have any questions regarding timekeeping standards while on travel.
- 3.1.9 **Cash Advances:** Please refer to para 3.12.3 Travel/Cash Advances.
- 3.1.10 **Rest & Recuperation (R&R) Travel:** If R&R is authorized in the customer contract, it must follow the guidelines contained herein as well as any contract terms and conditions. Only travel expense to and from the home of record will be reimbursed in accordance with this policy. In those cases where employees spend time on R&R away from the home of record due to tax or visa reasons, the reimbursement should be the lesser cost of travel to and from the home of record or the actual R&R location, Best Practices for Writing documents in US English:

3.2 Amentum Designated Travel Agency (DTA)

- 3.2.1 Employees should use the DTA and their online booking tool to manage travel requirements. The global DTA and our traveler risk and safety partner (currently

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Crisis24) will provide alerts to the traveler and to Amentum management should an incident occur in travel.

- 3.2.1.1 Emergency use of a travel agency, airline, or online consumer website other than the DTA is to be documented with the expense report with justification and approval.
- 3.2.1.2 A traveler profile is required to make bookings with the DTA. If no profile exists, the traveler should contact the travel department (Procurement Travel Lead) for assistance at TravelDept@Amentum.com. Required information includes the employee ID, employee email address, full legal name, charge code for the travel, date of birth, gender, citizenship, phone numbers, etc.

3.2.2 **Travel Agency Contact Details:** For DTA contact details and the online booking tool website, see the Frequently Asked Questions (FAQ) in Attachment 2 of this Policy.

3.2.3 **Booking Travel:**

- 3.2.3.1 Domestic travel: travelers may book domestic travel in the DTA's online booking tool, or by calling or emailing the DTA.
- 3.2.3.2 International travel should be booked with the DTA or through Concur. Simple point to point international bookings will flow through Concur in the same manner as domestic bookings.
- 3.2.3.3 Complex multi-city international bookings will be forwarded from Concur to a DTA agent to ensure fares and connections adhere to Amentum compliance guidelines (specifically the Fly America Act).

If a change needs to be made, a DTA agent will contact the traveler to review for acceptance.

3.2.4 **Emergency Travel Desk:** The DTA is available to Amentum 24 hours a day 7 days a week – phone numbers are on the Global Travel Page (currently “Balboa Travel” on Javelin) on the Intranet.

3.3 **Airline Tickets, Rail Tickets, and Ticketing Procedures**

- 3.3.1 **General:** Air travel should be booked in advance where possible, using the lowest logical fare, permitting the flights meet the travelers' schedule. The target for advance booking of travel is two weeks prior to departure. Supervisors and indirect budget owners may apply a more restrictive policy due to contract or business needs.
- 3.3.2 **Rail Tickets:** Amtrak rail tickets may be purchased in the online booking tool or by contacting the DTA directly. The online booking tool may display train details for Amtrak, Deutsche Bahn, Eurostar, Evolvi, SilverRail, SNCF, Trainline and Via Rail. Eurail should be booked directly with the DTA. Coach-class is permitted for all train travel. See Attachment 2 FAQs for when approvals are required for Business or First-Class train accommodations.

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- 3.3.3 **Times of Travel:** Advising the DTA of your preferred date and time of travel is important. The DTA will typically search flight schedules two hours prior and two hours after the traveler's preferred departure or arrival time for the lowest logical fare, adhering to the traveler's business schedule needs.
- 3.3.4 **Travel Routing:** Traveler should allow a minimum of 45 minutes between domestic connecting flights with a maximum layover of 120 minutes. Airlines will not be responsible for missed connections should a traveler book less than 45 minutes for connecting flights. Internationally, it is recommended to have at least a 2-hour connection time between flights. Travelers should inquire as to the local airport conditions that may require additional time to make a connecting flight.
- 3.3.5 **Paying for Airline Ticket:** Amentum will provide Travel & Expense (T&E) credit cards to those required to travel for business. Airline tickets should not be paid with a personal credit card, debit card, reward card, or other card if the employee has been issued a company T&E credit card.
- 3.3.6 **Travel Class and Airfare:** The lowest available economy class (coach class) or equivalent should be used when traveling on company business, unless otherwise noted in this Policy. More information regarding the lowest available airfare can be found in Attachment 2.
 - 3.3.6.1 Employees are authorized to travel in business class for flights exceeding fourteen (14) hours (Reference 5.5). The 14- hour threshold for business class is based on the scheduled flight time from departing site to arrival site including non-overnight stopovers and change of planes. See Attachment 2 for other criteria that must be met to qualify for business class.
 - 3.3.6.2 Upgrades to **Premium Economy** seating are authorized for nonstop flights exceeding 5 hours if the cost doesn't exceed 25% of the lowest economy seat each way from departure airport to arrival airport. This upgrade cost is unallowable and must be identified separately as such on the expense report.
 - 3.3.6.3 **Downgrades:** An employee may not downgrade tickets (i.e., transfer a business-class ticket to a coach ticket in order to subsidize personal travel for other individuals). If a ticket, for any reason, is downgraded by either the airline or at request of the employee, the employee must return the refund to Amentum.
 - 3.3.6.4 **Exceeding the Lowest Airfare:** Air fares that exceed the lowest available fare (see Attachment 2), will require the expense report to document the amount of airfare more than the lowest available fare and code it to an unallowable expense account so it is not billed to the Government. Manager approval should be obtained when the lowest available fare is not used.

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- 3.3.6.5 Exceptions to using the lowest available airfare: Exceptions must be documented and justified in writing when filing expense reports and be reviewed and authorized by the manager. Travel booked should meet the needs of the traveler's schedule to conduct business. Possible exceptions include:
 - 3.3.6.5.1 Circuitous routing.
 - 3.3.6.5.2 More than one stop compared to alternative options.
 - 3.3.6.5.3 Travel via indirect, illogical routes (e.g., route from Dallas Fort Worth (DFW) to Washington, D.C. (DCA) with a layover in Chicago (ORD).)
 - 3.3.6.5.4 Travel during unreasonable hours (2400 – 0600) refers to the use of night-time or “red-eye” flights. Travel to international destinations that requires overnight travel does not qualify as travel during unreasonable hours.
 - 3.3.6.5.5 Excessively prolonged travel. Domestically adding over 90 minutes to a trip is considered prolonged.
 - 3.3.6.5.6 International (between U.S. and foreign locations): Refer to Attachment 3 for international travel requirements per the Fly America Act. Travel between the U.S. and foreign locations does not qualify as excessively prolonged travel.
 - 3.3.6.5.7 Travel not reasonably adequate for the physical or medical needs of the traveler.
 - 3.3.7 **Preferred Airlines:** Use of Amentum's preferred airlines is strongly encouraged, as it provides additional savings to Amentum. The airlines base their discounts on the amount of business and tickets collectively booked by quarter, month, and year. The online booking tool will identify preferred Amentum airlines, as well as call out any preferred airline of the DTA. The DTA may extend additional discounts to Amentum, where applicable.
 - 3.3.8 **Non-Preferred Airlines:** Use of a non-preferred airline is permitted only if the fare is, at minimum, \$200 less than the fare on the preferred airline.
 - 3.3.9 **Modes of Air Transportation:** Employees should only use regularly scheduled commercial aircraft, company-operated aircraft (see FAR 31.205-46) or customer-provided aircraft, when authorized by the contract, for all air travel. Charter planes, if approved by the contract/project may be booked (i.e., DFS Charter to Afghanistan). The use of other modes of private transportation (e.g., private airplane, boat, etc.) is strictly prohibited. The use of bicycles is subject to any applicable local office policies.
 - 3.3.10 **Medical Conditions or Disabilities:** Employees with medical conditions or disabilities complicated by travel in economy class may be exempted from traveling coach. Approval is required from their supervisor and Sector Senior Vice President (SVP) or

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Functional Vice President (VP) approval. Written approval should be provided with the expense report along with documentation concerning the physical or medical condition for the excess airfare to be allowable. Due to the Health Insurance Portability and Accountability Act (HIPAA) requirements, details of the medical need are not required, only that a medical need exists.

- 3.3.11 **DTA Costs/Service Fees:** All air, hotels, car rentals or rail tickets purchased through the DTA (or online) are assessed a per-ticket transaction fee. This fee is noted on the invoice/itinerary and should be recorded as a separate expense when completing the expense report as it is reimbursable. DTA service fees are posted on the intranet travel page.
- 3.3.12 **Invoice/Itinerary:** The DTA provides an electronic itinerary/invoice for any tickets issued. This itinerary/invoice must be submitted with the expense report. The itinerary/invoice serves as the receipt for airfare expense and transaction fee reimbursement. Reimbursement can be requested prior to the trip if the ticket is booked 14 days or more in advance.
- 3.3.13 **Trip Cancellation:** In the event a trip is cancelled, the employee must either: (1) notify the DTA prior to the scheduled departure, (2) cancel bookings made online, or (3) call the airlines/hotels/car rentals directly if unable to call the DTA. Failure to cancel prior to the scheduled departure may result in hotel no-show bills and/or a loss of the fare. If it is a refundable ticket, the DTA will process the ticket for refund. If it is a non-refundable ticket, the DTA should add the ticket information into the traveler's profile to identify unused non-refundable tickets available for future use.
- 3.3.14 **Unused Airline Tickets/Credits/Vouchers:** Employees with credits for previously cancelled non-refundable airline tickets should have the unused credit applied to their next flight if the credit is greater than the associated change fees. The associated change fees are reimbursable and allowable. Credits associated with personal travel are not to be applied to business travel. Business travel credits are not to be applied to personal travel. If unable to use it, the ticket may be transferred to a colleague who can apply to a new ticket for business travel. Unused tickets, a portion of a ticket, coupons, Miscellaneous Charge Orders (MCOs), exchange orders, or refund slips must be turned into the DTA and used toward business travel.
- 3.3.15 **Advance Seat Assignments:** Advance seat assignment costs are reimbursable by Amentum, as having advance seats could prevent a traveler from possibly getting bumped off a full flight, which will be disruptive to the traveler and costly.
- 3.3.16 **Fly America Act**
 - 3.3.16.1 The Fly America Act requires all U.S. Government-financed
 - 3.3.16.2 The exception must be documented when a flight occurs on a foreign flag air carrier. Fly America Act exceptions are listed in Attachment 3. The DTA is responsible for noting the exception reason on the itinerary when international travel is not on a U.S. flag air carrier. The DTA will document

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exceptions to the Fly America Act in its electronic reporting using one of the reason codes listed in Attachment 3. All reimbursement requests require an exception reason code if Fly America Act was not followed.

- 3.3.16.3 **Air travel not compliant with the Fly America Act or without a valid exception** documented must be approved by an Amentum VP or above and must be coded as an unallowable expense so it is not billed to the Government.

3.4 Rental Cars, Ride Share, Taxi, Parking

- 3.4.1 **General:** Employees should use mass transit options where possible to save money and reduce impact on the environment. Car rentals should only be used if alternate forms of ground transportation are not available, impractical, unsafe, or more expensive.
- 3.4.2 **Preferred Car Rental Vendors:** Amentum has discount agreements with rental car companies which should be used unless they cannot provide service at the desired location. Rental cars should be arranged through the DTA's online booking tool. Except for documented emergencies or for unplanned requirements such as flight cancellations, failure to make rental car arrangements through the DTA may result in non-reimbursement of rental car charges. See the Attachment 2 FAQs for contact details and corporate ID numbers used for Amentum employees.
- 3.4.3 **Individuals Renting a Car:** Employees traveling alone are only reimbursed the cost of a mid-size/intermediate car or smaller. Any car larger than intermediate/mid-size would be considered an upgrade at the expense of the traveler. The Justification for Travel Policy Exceptions Form (AM-FAS-PL-2056-AM-F-01) documenting the reason for upgrade should be submitted with the expense report.
- 3.4.4 **Traveler with a disability or medical condition:** Amentum employees of above-average height and/or weight, or those requiring accommodation for a particular disability, may request an exception regarding the rental car size from a VP or above. The request should be submitted in writing stating the basis for the request and if there is going to be a recurring need. Documentation allowing the exception must be filed with the expense report. The DTA may also retain this in your profile, with approval of Amentum's Procurement Travel Lead.
- 3.4.5 **Multiple Employees Traveling Together:** Two to four employees traveling together are expected to use one rental car, unless impractical. Three or more employees sharing one rental car are authorized a full-size vehicle.
- 3.4.6 **Reimbursable:** The rental fees, taxes, airport surcharges, tolls, and license fees for rental cars are reimbursable.
- 3.4.7 **Upgrading vehicles or options in a vehicle:** In the event car rental is not available from a preferred supplier, the DTA can reserve a vehicle from an alternate supplier at closest comparable rate based on availability. Employees may request upgrades that will incur an additional cost to meet business needs. Examples of typical requests for vehicle class upgrades include traveling with customers, three or more people, transporting large

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equipment or other materials, or to meet physical needs of the employee. These requests will require approval by the employee's supervisor.

- 3.4.8 **Uber or Lyft:** Using Uber or Lyft is an option in areas deemed safe. Amentum's preferred rideshare provider for ground transportation and meals is Uber for Business
- 3.4.9 **Taxis and Ride Share Services:** Employees should use regular taxis during business trips only when shuttle services or rideshare (i.e., Uber, Lyft) services are not available or when the cost of using a taxi/rideshare is less than the cost of renting a car plus long-term inclusive parking. Use of a rideshare service for transportation to/from the airport is reimbursable and encouraged when the cost is less than the cost for airport parking.
- 3.4.10 **Black Car Service:** Employees may use Black Car Services when appropriate, based on safety considerations in high-risk countries or if a car service is the least expensive transportation option.
- 3.4.11 **Shuttle Services:** Upon arrival at a destination, employees are expected to use airport and hotel shuttles when available. The usage of shuttle services is encouraged when the cost of such service is less than or equal to the reimbursable mileage and the cost of airport or terminal parking for the duration of the trip.
- 3.4.12 **Fines and Tickets:** Employees are personally responsible for any fines incurred when issued traffic or parking violations, speeding tickets, towing tickets, parking in disabled spots, or other violations while on company business.
- 3.4.13 **Parking Expenses and Tolls:** Parking expenses, highway tolls and other similar expenses in the performance of business travel are reimbursable.
- 3.4.14 **Airport Parking:** Long-term airport parking should be used for all business trips longer than 3 to 5 business days in duration if the employee drives to the airport. Use of a rideshare service to the airport is recommended and reimbursable. Airport valet parking is not authorized for business travel.
- 3.4.15 **Personal Travel:** As mentioned in paragraph 3.1.7, when an employee combines personal travel with a business trip, the personal travel must not incur additional cost to Amentum.
- 3.4.16 **Local or Regional Trips:** A personal vehicle may be used for local or regional required travel (outside of normal daily commute) with miles reimbursed at the General Services Administration (GSA) mileage rates. If a local/regional business trip originates from the employee's home, the normal commuting mileage is to be deducted from the total trip mileage, since the commute from the employee's home to the company office and back again (normal daily commute) is not reimbursable. A car rental may be used for long regional trips to/from a business destination if the total rental cost is less than mileage reimbursement of a personal vehicle and/or the cost of the lowest logical cost round-trip airfare and adequately documented in expense report. If a traveler desires to use a personal car or rental car for a trip where the norm is air travel approval by a Vice President is required and including the Justification for Travel Policy Exceptions Form evidencing approval with the expense report. Note: Travel to Fort Walton Beach and to

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Stennis Space Center from Tullahoma are excluded from the fly v. drive analysis and documentation requirement, as proven in the past that the cost difference is nominal and fluctuating, while the travel time for the employee is about the same.

- 3.4.17 **Personal Vehicles:** Driven by employees for company business use must satisfy the local jurisdiction's registration and inspection requirements and may not be modified beyond manufacturer's specifications. Employees are required to always comply with Company Environment, Health, and Safety (EHS) policies, programs, and procedures while using a personal vehicle for company business.
- 3.4.18 **Personal Vehicle Reimbursement:** Reimbursement for business use of an employee's personal vehicle, including automobiles, motorcycles, and mopeds, will be based on a U.S. General Services Administration recommendation or applicable foreign regional directives. As stated in paragraph 3.4.16, the commute from the employee's home to the company office and back again (normal daily commute) is not reimbursable. If business travel originates from employee's home, the normal commuting mileage is to be deducted from the total trip mileage.
- 3.4.19 **International Rentals:** Employees who plan to drive in foreign countries should familiarize themselves with driving laws and requirements before making rental arrangements. The traveler should ensure proper international driver's license and vehicle insurance is obtained.
- 3.4.20 **Truck Rentals:** Amentum has discounted truck rates with Enterprise Truck Rental only. These trucks can be booked by calling Enterprise at 1- 888-736-8287 or on their website at www.enterprisetrucks.com. Truck rentals may not be booked with the DTA. See the Attachment 2 FAQs for the Amentum Corporate ID # for Enterprise.
- 3.4.21 **Rental Car Insurance**
- 3.4.21.1 **Domestic travel:** Employees are to decline Collision Damage Waivers (CDW) and Liability Damage Coverage (LDW) provided by rental car companies for domestic rentals and Canada. See Attachment 2 FAQs for details on insurance coverage by car and location.
- 3.4.21.2 **Foreign rental car insurance:** Amentum's preferred car rentals may offer discounted rates in foreign countries. See Attachment 2 FAQs for car rental company Corporate ID #. If a country is not included, employees should accept collision damage waivers and liability coverage to meet any local insurance laws and requirements. Deductibles may vary by country.
- 3.4.21.3 **Lost, Stolen, Damage:** Amentum does not cover lost, stolen, or damaged personal effects or property. Additional personal item coverage insurance may be purchased directly from the car rental company at the traveler's own expense and is not reimbursable by Amentum.
- 3.4.22 **Accessories:** Amentum does not reimburse optional accessories and services, such as car phones, GPS devices, etc., unless warranted based on business needs and prior approval is granted.

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- 3.4.23 **Mileage:** Mileage charges assessed by the rental company are reimbursed at actual cost.
- 3.4.24 **Fuel:** Rental rates do not include fuel. To avoid excessive refueling charges, employees are encouraged to refuel the vehicle before returning it to the rental location. Amentum will reimburse actual cost paid for fuel.
- 3.4.25 **Frequent Renter Upgrade:** Employees may upgrade car-size using frequent renter incentives provided there is no increased cost to Amentum.
- 3.4.26 **Accidents:** Immediately report rental car accidents to the police, Amentum EHS Department, the employee's supervisor, and the local authorities (as dictated by local driving laws and requirements) car rental company, the travel department, Amentum Risk Management. Prior to returning the vehicle and leaving the area, ensure you've checked the car out with an attendant and have a receipt. Taking photos of any damage on your mobile phone is highly recommended.

3.5 Per Diem Rates and M&IE

- 3.5.1 Per diem for lodging and Meals and Incidental Expenses (M&IE) are determined by the physical location of the temporary duty assignment or work location. Per the FTR 301-11.7 the "TDY location determines your maximum per diem reimbursement rate."
- 3.5.2 **Lodging:** Includes expenses for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate.
 - 3.5.2.1 The lodging per diem rate does not include taxes for CONUS and some OCONUS locations.
 - 3.5.2.2 Lodging taxes for locations outside the USA are included in DSSR lodging per diem rates. Lodging taxes are separate from FTR and JTR lodging rates.
 - 3.5.2.3 The lodging per diem rate does not include accommodations on airplanes, trains, buses, or ships as such accommodations are considered a transportation cost and are not covered by lodging per diem.
- 3.5.3 **Meals:** Per Diem expenses for breakfast, lunch, dinner; related tips/taxes.
- 3.5.4 **Incidental expenses:** Expenses included in the M&IE portion of the per diem vary based on the location and governing regulation. See Attachment 2 FAQs for typical MI&E Expenses.
- 3.5.5 Qualify for meals and incidental reimbursement: Per the FTR 301-11.1 to qualify for per diem meals and incidental expenses, the trip must be greater than 12 hours and include commercial air or ground transportation. For local, regional trips, see Miscellaneous Travel Expenses. Attachment 2 FAQs provides more detail.

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- 3.5.6 **Receipts:** Receipts are required for expenses over \$75.00. See 3.10.4 for additional requirements.
- 3.5.7 **Business Meals/Entertainment:** Business meals and functions must be approved by the authorized department manager, director, or executive. Employees should be aware of the ethics policies and guidelines (both Amentum's and the client's) that dictate their ability to provide business meals or entertainment for clients. Any questions in this regard should be discussed with local Amentum counsel prior to engaging in any expense activity. A *work instruction* presents detailed instructions that provides specific guidance and step-by-step instructions on how to perform a particular task or job.

3.6 Lodging

- 3.6.1 Employees should book all lodging accommodations through the DTA or online booking tool, and book "preferred hotels" when possible, which provide travelers with discounted rates. The DTA may display Amentum discounted rates, agency discounted rates, per diem rates, or government rates, based on availability. The online booking tool is programmed to display preferred hotels, corporate discounts, per diem or government rates.
- 3.6.2 Consistent with Reference 5.6, alternate lodging sites such as vacation rentals, Airbnb, HomeAway, VRBO are not permitted as they do not meet three criteria: (1) they may not be compliant with U.S. Fire Administration guidelines for safety; (2) lodging must be booked via Amentum's DTA and agencies don't offer these types of options; and (3) receipts must be itemized. Employees are reimbursed the actual cost of lodging, including lodging taxes, except for those obligated by specific contract language or procedures. In those instances, the specific contract language or procedures apply.
- 3.6.3 Employees should attempt to obtain lodging within the per diem amount. When a traveler must stay in a hotel exceeding the per diem rate, the excess lodging must be justified in writing using "Justification for Lodging In Excess of Maximum Per Diem Rates Form" (AM-FAS-PL-2056-AM-F-02) and approved as required per the form. The approved form is submitted with the expense report and supports the excess lodging amount for government audit purposes. Without appropriate approval, employees might only be reimbursed up to the maximum lodging rate. Examples of such situations include when: (a) the employee must stay at a prearranged hotel where he or she attends a conference or training session; and (b) the travel is to an area where subsistence costs have escalated for short periods of time during special functions or events such as major sports events, world fairs, or conventions.
- 3.6.4 Receipts for all lodging are required for reimbursement except in cases where a contract provides for the payment of per diem at a pre-negotiated percentage of the per diem rate.
- 3.6.5 If hotel costs exceed per diem and are not deemed allowable pursuant to 3.6.3, the variance is charged to be unallowable, as well as any taxes associated (over per diem). The unallowable lodging amount and associated taxes are to be noted when filing the

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expense report and should be reviewed and approved by the manager. If the excess over per diem is recurring the traveler needs contracting officer advanced approval.

- 3.6.6 Maximum lodging rates are based on the temporary duty location, not the lodging location. For example, when working in Burlingame, CA, the lodging rate is \$211. If the traveler were to find lodging in San Francisco, CA, the lodging rate would be \$270, but \$211 would be the maximum lodging reimbursement per night since Burlingame is the location of temporary duty. If acceptable lodging is not available near the working site (or found to be unsuitable), you may be authorized the maximum per diem rate for the location where lodging is obtained. Providing justification with expense report is required.
- 3.6.7 Employees are entitled to a single room with bath when traveling. If employees choose to share a room, the total reimbursement for both employees should not exceed the lodging per diem rate in the area for one single room. For example, if two people shared a room, under per diem rate of \$200, each person may claim no more than \$100 for that room night.
- 3.6.8 Travelers should ensure they're aware of all hotel fees. Travelers will be reimbursed for fees charged by the hotel (such as energy fees, water fees, eco-fees, resort fees, etc.) which are deemed mandatory. It's the traveler's responsibility to ensure all charges on the hotel folio/invoice are accurate and applicable. Hotels may try to bill housekeeping or tips that must be reviewed. If not mandatory, they may not be reimbursed, and the traveler will be responsible for those charges. Travelers are to review the lodging invoice at the time of check-out and challenge any charges not mandatory (e.g., housekeeping gratuity) or others the traveler did not incur.
- 3.6.9 Amentum will not reimburse personal expenses charged to the hotel bill (e.g., in-room movies, mini-bar, room service). Lodging incidentals that are not business in nature, such as health club/fitness center charges, alcohol charges, personal phone calls or pay-per-view services, are not reimbursable.
- 3.6.10 Amentum will not reimburse hotel no-show fees unless they result from an itinerary change driven by an Amentum business need or airline delays/ flight cancellations. Reasons for no-show fees must be clearly documented on the expense report.
- 3.6.11 Travelers who stay in or are provided government facilities, or onboard ships, are reimbursed only the actual cost of their lodging. Receipts are required. If no fees are charged to traveler by the government facility, or ship, no reimbursement applies.
- 3.6.12 Travelers who stay with friends or relatives while on travel are not reimbursed for lodging.
- 3.6.13 Airport daytime lodging related to traveler's convenience, e.g., sleeping pods, are not reimbursable.
- 3.6.14 **Conferences and seminars:** When there is a group/conference/meeting discount for the hotel rate, then the hotel reservation should be booked through the group/event organizer. Otherwise, all hotels should be booked through the DTA.

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- 3.6.15 **Room Class & Upgrades:** Standard, single-room accommodations are approved for use at all hotels consistent with applicable Per Diem rates. Employees may accept room upgrades to suites or executive-floor rooms only if the upgrade is at no additional cost to the company or personal mileage/points are used. The company will reimburse the Per Diem rate only.
- 3.6.16 All hotel invoices/folios should contain the travelers' business address (not a home or personal address). This is particularly important for international lodging to ensure compliance for expense reimbursement.

3.7 Long Term Lodging – See Attachment 2 FAQs.

3.8 Miscellaneous Travel Expenses

- 3.8.1 **Mileage/Tolls/Parking:** Mileage to/from the airport, taxi fares, tolls, and parking fees are reimbursable. The mileage reimbursement rate is the rate specified by the IRS.
- 3.8.2 **Local or Regional Trips:** See paragraphs 3.4.16 - 3.4.18.
- 3.8.3 **Long Trips:** For long trips, car rentals should be used to/from a business destination if the total rental cost is less than mileage reimbursement of a personal vehicle and/or the cost of round-trip airfare.
- 3.8.4 **Commuting:** Commuting cost to the employee's principal place of work is non-reimbursable. If an employee travels directly from home to an airport or a work site other than their principal place of work, mileage reimbursement is limited to the mileage over and above the daily commute mileage. Mileage is not reimbursable if the distance to the airport is less than the traveler's daily commute.
- 3.8.5 **Multiple employees:** If multiple employees travel in a Privately Owned Vehicle (POV), only the driver may request mileage reimbursement. The passengers are not eligible for reimbursement of mileage.
- 3.8.6 **Friend/Family Member Drives:** An employee may claim mileage reimbursement on behalf of a POV owner when driven to the airport by either a friend or family member.
- 3.8.7 **Airline Club Membership:** Reimbursement of airline club memberships are unallowable and requires approval of a Senior VP or above. The Justification for Travel Policy Exception Form (AM-FAS-PL-2056-AM-F-01) evidencing approval should be submitted with the expense report.
- 3.8.8 **Spouse Travel:** Expenses incurred by a spouse when accompanying an employee on business travel are not reimbursable unless the spouse's presence is necessary or highly desirable for special business situations. Spouse travel must be approved in advance by a Senior VP or above. Reimbursement of spousal expenses is limited to ordinary and necessary business expenses up to the per diem amounts. Spousal travel costs are unallowable unless required by the contract.
- 3.8.9 **Baggage Fees:** Fees associated with checked baggage are reimbursable. However, employees will only be reimbursed for excess baggage charges (typically more than two checked bags per person) if traveling with materials or equipment necessary for

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business, the excess baggage consists of company property, or if traveling for more than 14 days. Amentum will not reimburse employees for lost or damaged bags or personal items lost or damaged while on business travel. Replacement of lost or damaged items and bags should be handled through the airlines lost/damage policies. Baggage fees must be recorded on the expense report independently from airfare as baggage.

- 3.8.10 **VISA, Passport, Inoculations, Trusted Traveler Programs:** Visas, passports, and other necessary costs, such as photos, immunizations, inoculations, etc., required to obtain documents for travel to/from foreign locations are reimbursable for international travelers. If the employee's current passport expires within 6 months of travel, a new passport is to be obtained prior to traveling. See Attachment 2 FAQs for more detail.
- 3.8.11 **Laundry Service:** Per FTR §301-11.31, while traveling, the reasonable cost of pressing, cleaning, or laundering of garments will be reimbursed only for business trips of extended duration (five (5) consecutive business days or longer; or 4 work nights). For OCONUS and international travel see 3.9.8 below.
- 3.8.12 **Equipment Rentals:** Equipment rentals may be obtained through Amentum's preferred suppliers, which may be listed in the Fleet Management Guide, or via procurement, as United Rentals, for example, is often used to rent equipment needed on a project/program. The DTA will not book equipment rentals.
- 3.8.13 **Shuttle Services:** See paragraph 3.4.11
- 3.8.14 **Airport Parking:** See paragraph 3.4.14
- 3.8.15 **Parking Fees and Tolls:** See 3.4.13
- 3.8.16 **Telecommunications**
 - 3.8.16.1 **Internet Access:** Internet fees from hotel rooms and wireless access points are reimbursable when required for business purposes. Costs for non-business-related internet usage or membership fees for internet site access are not reimbursable. All access to the internet from non-company locations must be compliant with Amentum's Access Control Policy 12.100- 000.000.
 - 3.8.16.2 **Long Distance:** To the extent practical, employees should not direct dial long distance calls from hotel room phones. Access fees for toll-free calls and local calls are reimbursable. Suggest travelers use their cell phones when possible.
 - 3.8.16.3 **Call Home:** Employees are permitted to make phone calls home while on company travel. These calls are limited to one per day, except in an emergency or for a change of plans, and additional calls should be limited.
 - 3.8.16.4 **International Calls:** Employees should be aware that international calls are extremely expensive when made from foreign locations. Therefore, an Amentum-provided cell phone or calling card should be used

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whenever possible. Ensuring the phone has international calling capabilities is helpful.

3.8.16.5 **Airplane Phones:** Aircraft telephones should not be used except for in cases of an emergency.

3.8.16.6 **900 Numbers:** Calls to 1-900 numbers or other toll numbers are not reimbursable.

3.8.16.7 **Fax Machines:** Use of hotel or retail fax machines should be limited to necessary business use.

3.8.16.8 **Hotel Business Centers/Computers:** Ensure safety of your work if using a hotel or business center computer, fax, or printer. Closing your session is required before leaving the machine, to ensure others don't access your information. A *template* is a file that serves as a starting point for a new document. Templates contain placeholder fields you can fill in and professionally designed styles and layouts.

3.9 Non-Reimbursable Travel Expenses

3.9.1 **Exceptions to Amentum Travel Management Policy:** A Senior VP or above may approve reimbursement of travel expenses otherwise not reimbursable under this travel guidance policy. The VP of Government Finance & Compliance should be consulted if there is any question as to whether the cost is allowable. Costs determined to be unallowable will be coded to an unallowable account and not billed to the Government.

3.9.2 **Personal Expenses:** Personal expenses or entertainment costs incurred while traveling will not be reimbursed. Personal expenses include, but are not limited to, haircuts, shoeshines, umbrellas, movies, shows, airline headsets, newspapers, magazines, bicycle rentals, etc.

3.9.3 **Penalty Fees:** Late fees, finance charges, or penalties from all sources, including corporate-issued credit cards, and check cashing fees are not reimbursable.

3.9.4 **ATM:** Automated Teller Machine (ATM) fees are reimbursed only for foreign travel. ATM withdrawals should be limited to amounts to cover the M&IE portion of the per diem and reimbursable expenses that cannot be put on a credit card such as taxis, local public transportation, tolls, and parking fees.

3.9.5 **Trip Insurance:** Amentum provides adequate trip insurance; therefore, additional insurance is not reimbursable. When renting cars, employees should use the Amentum Corporate ID # which provides insurance coverages. If the Corporate ID is not used, insurance coverage is not included.

3.9.6 **Fines or Violations:** Fines for traffic and parking violations are not reimbursable.

3.9.7 **Personal costs:** Personal costs including, but not limited to, the following, are not reimbursable: pet care, childcare, lawn care, house sitter, home repair, snow removal or other similar costs.

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3.9.8 Laundry

- 3.9.8.1 For travel in the continental U.S., laundry, dry cleaning, and pressing expenses are reimbursable when the trip is longer than four nights. Employees should only launder enough clothes necessary for the remaining duration of the trip.
- 3.9.8.2 Laundry, dry cleaning, and pressing expenses are not reimbursable for OCONUS and foreign travel, regardless of trip length as such expenses are covered in the JTR and DSSR M&IE per diem rates.

3.9.9 **Unexplained Costs:** Estimated or unexplained expenses are not reimbursable.

3.9.10 **Traveler Convenience Costs:** Expenses for the convenience of the traveler (e.g., TSA Pre-check, Trusted Traveler Programs including Global Entry) must be approved by a Senior VP or their designee. If approved, any such costs must be coded as an unallowable expense.

3.9.11 **Alcohol:** Amentum does not reimburse its employees, subcontractors, or consultants who consume alcoholic beverages during normal business hours. Reimbursable Alcohol is always charged to unallowable no matter when it is consumed.

3.10 Expense Reporting and Documentation

3.10.1 **Submit Expenses:** Expense reports should be submitted within five business days of completion of travel or of incurring other business expenses, when possible. All expense entries and reimbursements should be in U.S. dollars and require that travel expenses be clearly recorded for each day. Expenses submitted after sixty (60) days may not be reimbursed unless an exception is made with justification and approval.

3.10.2 **File Expenses:** Employees assigned to Amentum's corporate offices should use the Deltek Time and Expense system to claim reimbursement for business expenses. Employees assigned to other work locations are encouraged but not required to use the Deltek Time and Expense system. Work locations not using the Deltek Travel and Expense system must use Amentum Expense Report Form posted on Javelin (the Intranet) for claiming reimbursement of individual employee expenses.

3.10.3 **Purpose of Trip:** Employees that submit expense reports via Deltek Time and Expense (or use Amentum Expense Report Form posted on Javelin (the Intranet)) are to indicate the purpose of the trip in sufficient detail to support the necessity of the trip. The purpose for each stop is required for trips with multiple destinations.

3.10.4 **Receipts:** Receipts are mandatory for expenses relating to:

- 3.10.4.1 Airfare, airline tickets, rail fares
- 3.10.4.2 Lodging (itemized)
- 3.10.4.3 Vehicle rental
- 3.10.4.4 Fuel for rental vehicle
- 3.10.4.5 Airport parking

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- 3.10.4.6 Business meals (Itemized)
- 3.10.4.7 Alcohol
- 3.10.4.8 Other individual expenses of \$75 or more.
- 3.10.4.9 As required by contract requirements.
- 3.10.5 **Invoice/Itinerary:** The invoice/itinerary received from the DTA must be submitted with the expense report to qualify for reimbursement. Air/Rail fare is not limited to the fare but also includes accessorial charges such as baggage fees, taxes, or service fees for the use of the travel team.
- 3.10.6 **Lost Travel Itinerary:** Should a duplicate copy of a travel invoice for air/car/hotel be required, contacting the DTA directly is recommended. The online booking tool may store copies of invoices from past trips.
- 3.10.7 **Incomplete Receipts:** Receipts that are incomplete, torn, or altered are not accepted. Credit card and bank statements are not considered receipts and are not sufficient support for costs incurred.
- 3.10.8 **Lost Receipts:** If receipts are lost or otherwise unavailable, the reason must be documented using the FA-205-F-9 Missing & Itemized Receipt and submitted with the expense report. The employee's supervisor may require other evidence that validates the expenditure is provided for lost/missing receipts. This form cannot be used for air/rail fare, lodging, or vehicle rental reimbursement.
- 3.10.9 **Per Diem:** GSA's published per diem rates can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Receipts are not required to document miscellaneous and incidental per diem expenses if less than \$75.00 unless mandated by specific contract requirements.
- 3.10.10 **Mileage:** Mileage reimbursement requires either the origination and destination be provided in Deltek Travel and Expense System or a detailed map of the route is required to clearly display start and end locations based on program requirements.
- 3.10.11 **Foreign Currency Exchange**
 - 3.10.11.1 Employees traveling to foreign countries are required to convert local currency to U.S. dollars when submitting an expense report. Currency exchange receipts or credit card statements are preferred supporting documentation for foreign currency exchanges. If these documents are unavailable the exchange rate is determined using the preferred currency exchange website, www.oanda.com. The daily OANDA rate on the date the transaction occurred should be used. The exchange receipt, credit card statement, oanda.com calculator sheet, or the oanda.com exchange rate must be included with the expense report.
 - 3.10.11.2 Employees should exchange local currency back to U.S. currency before departure. Coins should be spent before leaving as it is very difficult to exchange coins once out of the country.

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3.11 Corporate Travel and Expense (T&E) Credit Cards

3.11.1 Individual T&E Cards:

- 3.11.1.1 Individual T&E credit cards are available to Amentum personnel who travel more than twice a year for business purposes. Credit applications and inquiries should be sent to TEonecards@amentum.com.
- 3.11.1.2 These credit cards are corporate liability, corporate billed, corporate paid and are not tied to the employee's personal credit.
- 3.11.1.3 T&E credit cards are strictly used for business-related travel transactions that are eligible for reimbursement such as business travel, business meals, conferences, and employee morale activities.
- 3.11.1.4 T&E credit cards should not be used for expenses that may be purchased through Procurement or invoiced directly to Amentum, or for micro-purchases (i.e., supplies, materials, etc.).
- 3.11.1.5 The billing cycle runs from the 16th of the month through the 15th of the following. Cardholders are required to expense all transactions contained in this billing cycle, no later than the 29th of the month. Failure to comply will result in the account being suspended and affect the employee's ability to travel.
- 3.11.1.6 Delinquent accounts will be deemed personal in nature and payroll deductions will ensue to reimburse the company.
- 3.11.1.7 Incurring personal transactions are expressly prohibited and could result in disciplinary actions up to and including termination of employment.

3.11.2 Central Travel Account (CTA):

- 3.11.2.1 The CTA account is intended for booking airline, rail and car rental transactions through the company's designated travel agency for the following individuals: Employees traveling less than twice a year, Subcontractors and Consultants, Employee Mobilization / Demobilization, New Hires, Non-Amentum Employees (e.g., Interviewees, Consultants, etc.), or Individuals working in austere locations without network access.
- 3.11.2.2 Exceptions: If an individual does not fall into one of the categories listed above and does not currently hold a company issued credit card, an exception can be obtained upon written submission of justification to the Director Corporate Card Programs along with manager approval.
- 3.11.2.3 Transactions on this program are expensed in the bank's expense reporting module. All transactions on this program must be reviewed, approved and reconciled prior to the end of the calendar month to ensure prompt payment to the bank provider.

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3.12 Travel/Cash Advance

- 3.12.1 Amentum may provide a travel advance to business travelers on an individual basis provided proper approval from Program Managers, Directors, and above.
- 3.12.2 Travelers are permitted to have only one travel advance outstanding at any time.
- 3.12.3 Cash advances are only issued with adequate justification. A Direct Deposit Authorization Agreement for Expense Reports Only, FA-205-F-5, must be completed and approved by the employee's supervisor and submitted to accountspayable@amentum.com (Accounts Payable Department) in sufficient time prior to the beginning of the trip (typically a minimum of nine days).
- 3.12.4 If the advance is \$400 or more (for domestic or international travel) the Direct Deposit Authorization Agreement for Expense Reports Only, FA-205-F-5, must also be approved by the Program Office.
- 3.12.5 Travel advances should be based on the amount of lodging and per diem expense (not to exceed the per diem rate for the locale) multiplied by estimated number of days of travel.
- 3.12.6 Once travel is complete, the employee should fill out an expense report with receipt(s) to clear the advance.
- 3.12.7 Should an employee resign from Amentum prior to returning any unused portion of the advance, said portion will be deducted from the employee's final pay amount.
- 3.12.8 Employees are required to document any outstanding travel advance on manual expense reports. When the Deltek Time & Expense report is created by the traveler, the "advance" option should be selected so it will automatically deduct any outstanding travel advance balance from the electronically submitted expense report.
- 3.12.9 **Process for Reporting Travel Advances**
 - 3.12.9.1 **Traveler Prepares Travel Advance Request:** The Amentum business traveler prepares a Direct Deposit Authorization Agreement for Expense Reports Only, FA-205-F-5, for a Travel Advance and sends it to Accounts Payable at accountspayable@amentum.com
 - 3.12.9.2 **Codes:** Code each line item on the request form to the Travel Advance – Business General Ledger Account – which clears when the employee completes the corresponding expense report via Deltek Travel and Expense System.
 - 3.12.9.3 **Lead Time:** A minimum of nine days required to process. Please send request to accountspayable@amentum.com
 - 3.12.9.4 **Approval:** An appropriate level of management approves the request forms and signs and dates as evidence of approval.
 - 3.12.9.5 **Submit to AP:** The business Traveler sends the approved request form accountspayable@amentum.com

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- 3.12.9.6 **One Advance:** Travelers are encouraged to have only one travel advance outstanding for a particular employee at one time.
- 3.12.9.7 **Accounts Payable:** Processes the request.
- 3.12.9.8 **Rush Request:** If the traveler requires the advance immediately, Accounts Payable will generate the funds as part of an express check run.

3.13 Traveler Reward/Loyalty Programs

- 3.13.1 **Use of Rewards:** In recognition of the extra effort involved in traveling away from home, Amentum allows employees to accumulate traveler rewards for use at their discretion. However, employees may not incur additional expense for the purpose of accumulating traveler rewards (e.g., using non-preferred providers or at higher than available rates). Use of traveler rewards earned by the employee to purchase tickets or upgrades for use on Amentum business travel is not a business expense and will not be reimbursed.
- 3.13.2 **Select Amentum Preferred Vendors:** Business travelers should not dictate the vendor selected based on their reward/loyalty program, yet book air, car or hotels based on Amentum's preferred partners, where available. Travelers will be offered Amentum preferred travel services, and should they match the reward/loyalty program, then suitable to book that vendor. Providing they have the lowest available fares or prices, and meet other Amentum travel parameters, per diem rates or government rates, it is sufficient to book. An employee's membership or accumulated rewards in a traveler rewards program is irrelevant to selection of the lowest fare.
- 3.13.3 **Membership Fees:** Membership dues and/or fees for traveler rewards programs are not reimbursed

4.0 Records:

Record	Description	Responsible Individual or Organization	Media, Location, and Indexing Method	Minimum Retention and Disposition
Expense Report	All expenses and required receipts related to business travel reimbursement.	Finance/Accounts Payable	Electronic file in the Deltek T&E module in Costpoint. Searchable	7 years, Destroy

5.0 References:

- 5.1 Amentum International Travel Procedure SEC-370-5
- 5.2 AM-ITC-PR-8100-AM-F-01 Export Form for International Travel
- 5.3 Travel Security Information Document (TSID) Form SEC-370-6-F-2
- 5.4 Work Schedules Procedure HR-324
- 5.5 DoD Joint Travel Regulation (JTR)

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- 5.6 Amentum Code of Conduct Policy AM-ETC-PL-001-AM
- 5.7 FAR Subpart 47.4 Air Transportation by U.S.-Flag Carriers
- 5.8 Government Services Administration (GSA) Federal Travel Regulations (FTR)
- 5.9 Department of State Standardized Regulations (DSSR)
- 5.10 Direct Deposit Authorization Agreement for Expense Reports Only FA-205-F-5
- 5.11 Access Control Policy IT-401
- 5.12 FA-205-F-9 Missing & Itemized Receipt.docx
- 5.13 U.S. Federal Travel Regulation (FTR)
- 5.14 Federal Acquisition Regulation (FAR) 48 CFR 31
- 5.15 Department of Defense Joint Travel Regulations (JTR)
- 5.16 Department of State Standardized Regulations (DSSR)
- 5.17 Fly America Act 49 USC § 40118

6.0 Attachments:

6.1 Definitions

- 6.1.1 *Basic Economy*: Fare class that does not allow changes to issued tickets (with or without a change fee), limits access to overhead bins, allows for only one carry-on under the seat, or does not assign a seat when the ticket is issued.
- 6.1.2 *Budget Airline*: Ultra low-cost air carrier with a single fare class and/or an a la carte pricing model.
- 6.1.3 *Circuitous Routing*: To deviate from a direct travel route to a route that requires multiple layovers.
- 6.1.4 *CONUS*: Contiguous (or Continuous) 48 United States and the District of Columbia.
- 6.1.5 *Designated Travel Agency (DTA)*: The travel management company selected by Amentum to make travel arrangements for Amentum travelers. The DTA captures and reports travel data, negotiates volume discounts with suppliers of travel services, and monitors and reports non-compliance with the Amentum's travel policy.
- 6.1.6 *Designated Travel Director or Procurement Travel Lead*: Manages and oversees Amentum's business travel program.
- 6.1.7 *Domestic Travel*: Travel within and between the U.S. and its territories and possessions.
- 6.1.8 *Executive Management*: For this Policy is a Vice President (VP) or above.
- 6.1.9 *Corporate Travel (T&E) Credit Card*: An individual travel & entertainment (T&E) company credit card issued to and used by an employee for business related travel transactions, conferences, or employee morale activities. Details outlined in Javelin, on the Intranet.

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- 6.1.10 *Foreign:* All areas outside the 48 contiguous United States, the District of Columbia, Alaska, Hawaii, Puerto Rico, Guam, outlying areas of the United States, and foreign locations.
- 6.1.11 *International Travel:* Travel between the United States and a place outside the United States or between two places both of which are outside the United States.
- 6.1.12 *Lowest available airfare:* Lowest airfare that meets the schedule requirements of the traveler at the time of booking.
- 6.1.13 *OCONUS:* Outside Contiguous 48 United States (i.e., Alaska, Hawaii, Puerto Rico, Guam, U.S. Virgin Islands, and outlying areas of the United States).
- 6.1.14 *Preferred Vendors:* Airline, lodging, and car rental companies with whom Amentum has negotiated agreements.
- 6.1.15 *Reimbursable Travel:* Travel that is directly charged to a contract is reimbursable. This does not include any travel paid for by Amentum overhead or G&A accounts.
- 6.1.16 *Same day trips:* Returning to the origination airport on the same day as the departure.
- 6.1.17 *Stopover point:* An interim destination requiring lodging for travel lasting longer than one day. A layover is not a stopover point.
- 6.1.18 *United States:* The 50 States, the District of Columbia, and outlying areas of the United States.
- 6.2 Attachment 2 Frequently Asked Questions Regarding Amentum Travel
- 6.3 Attachment 3 Fly America Exceptions Found in FAR 47.4
- 6.4 Attachment 4: Travel Exception Code Definitions

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Attachment 2

Frequently Asked Questions Regarding Amentum Travel

Questions About Airlines and Airfares:

- Can you explain more about the Lowest Logical Airfare?
 - o The online tool and DTA will offer travelers the lowest logical air fares and rates, as well as per-diem or government rates, where available. Amentum has suggested the travel agency not display “basic economy” seats, budget airlines, some low-cost carriers, and restrictive flights for safety concerns and to avoid large penalty fees.
 - o Amentum does not consider the lowest logical fare as a ‘basic economy’ or a budget airline and should not be used for determining the lowest available airfare due to the restrictions and fees imposed by these airlines.
 - o Travel plans should not result in any added expense to Amentum, nor a negative impact on the employee’s work schedule.
- Can I upgrade with Frequent Flyer Points?
 - o Yes, an employee may use personal frequent flyer credits to upgrade from coach to business or first class. Amentum will not reimburse for additional service fees charged by the DTA for using mileage points. Once the ticket is issued, contact either the DTA or airline directly to process the upgrade; if available. Fees may apply. Amentum prefers a traveler contact the airline directly to use frequent flyer mileage points for ease and cost-effectiveness.
- Can you clarify the rules around when I can book Business Class?
 - o You may use the 14-hour rule to travel via other than coach-class when:
 - (1) The origin and/or destination are OCONUS and foreign; and
 - (2) The scheduled flight time, including non-overnight stopovers and change of planes, is more than 14 hours; and
 - (3) You are required to report to duty the following day or sooner.

Note: Scheduled flight time is the flight time between the originating departure point and the ultimate arrival point including scheduled non-overnight time spent at airports during plane changes. Scheduled non-overnight time does not include time spent at the originating or ultimate arrival airports. If other than coach-class accommodation is authorized based on the 14-hour rule, then you will not be eligible for a rest stop enroute or a rest period upon arrival at your duty site.

 - o A traveler may upgrade to Business Class at their own expense, but similar to the upgrade with Frequent Flyer Points, the employee should book the ticket with the DTA in coach and then contact the airline for the upgrade using a travelers’ personal credit card. The expense report should reflect only the Coach Class cost.

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Questions About Rental Cars:

Who are the preferred Rental Cars providers?

- The preferred, primary rental car companies are Avis Car Rental and Budget Rent A Car and designated as such in Concur. National Car Rental, and Enterprise Rent-A-Car are preferred car rental companies and can be used as well.

Amentum Corporate Codes:

Avis: D458200

Budget: R290600

National: XZ16EI9

Enterprise: XZ16EI9

Amentum Leisure Code with National or Enterprise: XZ16EK5

Amentum Leisure Code with Avis D458290 and Budget R290690

- Insurance included for corporate rentals: Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW)
- No insurance included for Leisure/Personal rentals
- Truck Rentals with Enterprise Trucks: These are booked online at www.enterprisetricks.com, <https://www.enterprisetricks.com/> or call Enterprise Trucks at 1-888-736-8287 and use the Corporate ID #XZ16EI9 (password ame) to obtain corporate discounts. Some insurances included.
- Car Rental Certificate of Insurance: The Car rental agency can easily pull up Amentum's corporate discount code in their computer system which provides the insurance coverage details they need. Amentum no longer issues a certificate to carry with you when renting. Franchisee locations typically ask for the "certificate."

What is the guidance around Rental Car Insurance?

- Domestic travel: Employees are to decline Collision Damage Waivers (CDW) and Liability Coverage (LDW) provided by rental car companies for domestic rentals and Canada. This type of insurance coverage is either already provided by the rental car company in the applicable Amentum corporate agreement and rental rate with the rental car company or through Amentum's self-insurance. (Note: Amentum's corporate insurance policy provides coverage for automobile liability only. Amentum is self-insured for physical damage to rental vehicles.) The applicable program is charged for the cost of the repair when Amentum is self-insured for auto physical damage coverage to rented vehicles. Reimbursement of additional insurances is made only in instances where a specific contract requires the insurance coverage. The employee is to contact Amentum Risk Management for proof of insurance if it is required to provide evidence coverage for a domestic rental vehicle.

NATIONAL CAR	Includes full Damage Waiver (DW) no deductible. Leisure bookings: Damage Waiver at additional cost
USA ONLY	Business Split Limits: 100/300/50
	\$100,000 Bodily Injury or death per person \$300,000 Bodily Injury or death per occurrence \$50,000 property damage per occurrence
	Young Driver fee waived on business rentals if 20 to 24 years of age

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CANADA ONLY	Renter must have eligible motor vehicle insurance coverage with an authorized user to provide coverage in accordance with the standard automobile insurance policy, to at least the minimum third-party liability required by local province, territory, or another jurisdiction.
	Young Driver fee waived on business rentals if 20 to 24 years of age

Car Rental insurance coverage detail follows:

ENTERPRISE CAR	Includes full Damage Waiver (DW) no deductible. Leisure bookings: Damage Waiver at additional cost
USA ONLY	Business Split Limits: 100/300/50
	\$100,000 Bodily Injury or death per person
	\$300,000 Bodily Injury or death per occurrence
	\$300,000 Bodily Injury or death per occurrence
	Young Driver fee waived on business rentals if 20 to 24 years of age
ENTERPRISE TRUCK RENTALS:	Includes full Damage Waiver \$0 Retained responsibility for light duty pickups and Cargo Vans.
	Included in this category are codes: OPAR, OQAR, UPAR, UQAR, UKAR, SKAR, RKAR, GKAR, JKAR, SPAR, PPAR
	\$1,000 Retained Responsibility for Medium Duty vehicles – any truck class not listed as a light duty pick up or cargo van above.
	Business Split Limits: 100/300/50
	\$100,000 Bodily Injury or death per person
	\$300,000 Bodily Injury or death per occurrence
	\$50,000 property damage per occurrence
AVIS CAR	Damage Waiver Included for business rentals
USA only	Business Split Limits: 100/300/25
	\$100,000 Bodily Injury or death per person
	\$300,000 Bodily Injury or death per occurrence
	\$25,000 property damage per occurrence
	Insurances are not covered if booking internet discounted rates

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AVIS Canada	Loss Damage Waiver is not included in rate
	Personal Accident Insurance is not included in rate
	No coverages if using promotional internet rates.
AVIS International	Africa, Asia, Europe, Middle East, the Caribbean (excluding Puerto Rico), Latin America, New Zealand and Australia, the Company will receive a discount up to 20% off the available discountable time and mileage/kilometer rate when using the Company's AWD number at the time of reservation.
BUDGET	Damage Waiver Included for business rentals
BUDGET USA	Business Split Limits: 100/300/25
	\$100,000 Bodily Injury or death per person
	\$300,000 Bodily Injury or death per occurrence
	\$25,000 property damage per occurrence
	Insurances are not covered if booking internet discounted rates
BUDGET Canada	Loss Damage Waiver is not included in rate
	Personal Accident Insurance is not included in rate
	No coverages if using promotional internet rates.
BUDGET International	Middle East, Europe, Africa, Asia Pacific, Latin America – refer to rules and pricing in international tariff brochure. Insurances most likely not covered.

- **Foreign travel:** Amentum's preferred car rentals may offer discounted rates in foreign countries. It's recommended you verify with the car rental company by using the Corporate ID # (or see the above listing of countries included). Not all countries are included. If not included, employees should accept collision damage waivers and liability coverage to meet any local insurance laws and requirements. Deductibles may vary by country.
- **Lost, Stolen, Damage:** Amentum does not cover lost, stolen, or damaged personal effects or property. Additional personal item coverage insurance may be purchased directly from the car rental company at the traveler's own expense and is not reimbursable by Amentum.

Questions About Per Diem Rates:

Where are the Per Diem rates established by the U.S. Government agencies?

- The Government Services Administration (GSA) establishes rates for CONUS locations in the Federal Travel Regulation (FTR). (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)
- The Department of Defense sets OCONUS per diem rates for Alaska, Hawaii, U.S. territories and possessions in the Joint Travel Regulations (JTR). (www.defensetravel.dod.mil)
- The Department of State sets foreign per diem rates in the Department of State Standardized Regulations (DSSR). (<https://aoprals.state.gov>)

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Questions About Lodging:

What is the guidance regarding Long-Term Lodging?

- Often employees stay long-term when traveling, which is considered 14 consecutive days or longer. Amentum's travel team will be seeking future negotiated long-term rates with long-term chain properties and will publish those when completed. Once published, employees seeking long-term solutions may use these rates, or stay at long-term property convenient to their business needs. A supervisor's approval is needed prior to booking long-term stays and ensuring the lodging facility meets fire and safety requirements (have fire safety gear, water spikes in case of fire, etc.)

Questions About Meals and Incidental Expenses (M&IE):

What qualifies for meals and incidental reimbursement?

- To qualify for per diem meals and incidental expenses, the trip must be greater than 12 hours and include commercial air or ground transportation (M&IE). For local, regional trips, see Miscellaneous Travel Expenses. The FTR requires 12 hours. If it takes less than 12 hours, it is not reimbursable.
- Receipts are required for expenses over \$75.00. See 3.10.4 for additional requirements.

What M&IE charges are permissible?

- ATM fees
- Fees and tips given to hotel staff, staff on ships, porters, baggage carriers, flight attendants (does not include baggage-handling costs incurred as a direct result of an employee's disability)
- Transportation (e.g., bus, subway, taxicab, shared-ride services) between places of lodging or duty/business and places where meals are taken
- Laundry/dry cleaning and/or pressing of clothing
- Potable water and ice
- Transportation tips for all transportation modes
- Taxes and service charges associated with the above expenses

What is required for Business Meals/Entertainment?

- Business meals and functions must be approved by the authorized department manager, director, or executive. Employees should be aware of the ethics policies and guidelines (both Amentum's and the client's) that dictate their ability to provide business meals or entertainment for clients. Any questions in this regard should be discussed with local Amentum counsel prior to engaging in any expense activity.
- In some instances, employees may need to conduct business over a meal with a non-government customer or other Amentum employees, such as discussing a proposal, or a job interview. All such expenses must be in strict accordance with Amentum's standards of business ethics and conduct. Business meals and entertainment expenses are reimbursable as follows:
- The senior employee in attendance is to pay for and expense the business meal, not a subordinate to one of the attendees. If the CEO, CFO, or SVP attends the meal, a subordinate may pay for and expense the meal.
- Under no circumstance does an employee who attended the business meal approve the associated expense report. The CFO may approve expense reports for the CEO or SVP as appropriate.
- All business meal expense reports should clearly indicate:
 - Date and location of the meeting including name of the establishment

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- Names of employees and all guests in attendance
- A detailed statement of the purpose of the meeting
- Cost of the meal, by item
- Individuals who claim a meal expense (e.g., working lunches/dinners) while not on business travel must ensure the meal is an integral part of the meeting and that it is necessary for the continuation of official business expected to take place during the meal and not a social function (e.g., recognition of employee birthdays, observances in recognition of professional administrators, rewards for extra efforts).
- An itemized copy of the invoice, irrespective of the dollar amount, is required for the reimbursement of all meals. Otherwise, the entire charge for a business meal may be deemed unallowable.
- All charges for alcohol are expressly unallowable, are to be itemized on the bill, and must be purchased and consumed responsibly in accordance with the Amentum Code of Conduct. A receipt is required for all alcohol reimbursements.

May I exceed Per Diem and how is it determined?

- **Requirements:** Only a Program Manager or a Vice President or above may authorize reimbursement of M&IE on an actual basis greater than the per diem amount. Receipts are required when actual expenses exceed the per diem rates. Amounts that exceed the M&IE per diem rate must be coded as an unallowable expense.
- **Per Diem Calculation:** M&IE per diem is calculated at 75% on the first and last day of travel, regardless of time of arrival/departure. Deltek Travel and Expense system automatically calculates and displays this.
- **Multiple locations and days:** In instances where an employee is on travel for consecutive days with multiple TDY locations, the applicable M&IE rate is as follows:
 - For travel days that require lodging, the M&IE rate is the rate applicable to the stopover point and able to use rate in line with 'stopover city/point' when on travel if lodging is required.
 - For travel days that do not require lodging and travel is:
 - Between 12 and 24 hours the M&IE rate is the rate applicable to the TDY site or the highest M&IE rate applicable when multiple locations are involved.
 - Greater than 24 hours and the traveler is going to a new TDY site or stopover point, the M&IE rate is the rate applicable to the new TDY site or stopover point.
 - Greater than 24 hours and the traveler is returning to the official duty station the M&IE rate is the rate applicable to the previous day of travel.

What are Incidental Expenses and how are they reimbursed?

- **Definition:** Incidental expenses are included in the M&IE rate and are not reimbursed directly.
- **Deductions:** Appropriate deductions are made to the M&IE per diem in situations where meals are provided by the government, the company, included as part of the registration fee for the conference, or the traveler claims a business meal. This includes deducting the prorated meal amount from the reduced M&IE rate for meals provided on the first and last day of travel. A meal provided by a friend/relative or an airline does not affect per diem. A complimentary meal provided by the hotel/motel does not affect per diem if the room charge is the same with/without meals. To view the current breakdown of the per diem components for meals and incidental expenses, please refer to <http://www.gsa.gov/mie> for CONUS travel. For OCONUS and foreign travel, visit:

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https://aoprals.state.gov/content.asp?content_id=114&menu_id=75.

- **Alcohol:** Amentum does not reimburse its employees, subcontractors, or consultants who consume alcoholic beverages during normal business hours. Should the employee consume alcohol during an after-hours event, the associated expense will be reimbursed and be treated as an unallowable expense for project costing purposes. Alcohol is an expressly unallowable cost under FAR 31.205-51. Also see reporting travel expenses section for details.
- **Gratuities:** Tips and gratuities for meals, baggage handling, bellmen, room service and other services are reimbursable when considered reasonable as defined by the services required and received. Except when in a foreign country, DSSR does apply, and tips are included in the per diem rate.
- **Other Incidentals:** Other expenses not specifically identified as non-reimbursable expenses elsewhere within this Policy or precluded by any other Amentum policy or procedure, or local, state, federal, or other applicable law may be reimbursed when deemed reasonable by the employee's direct manager.

Tips About Visas or Passports:

- The Amentum preferred CONUS Visa/Passport expeditor is CIBT Visas (see OneJavelin Global Travel page for link)
- While some countries allow travelers to enter as a tourist without a visa, it is suggested travelers obtain proper business travel documentation prior to the trip.
- For more information about obtaining a passport or visa, see the State Department's Passport Services website or call CIBT Visas.
- It is the responsibility of the traveler to verify passport and visa validity before departure. If a problem occurs with the passport or visa while traveling, contact the U.S. Embassy/ Consulate and/or request help from the airline.
- Travelers should be cognizant of travel to countries for which advisories have been issued by the State Department.
- A passport should always be valid for at least 6 months from your return date, to ensure exit from certain countries are possible.

Tips About Lost or Stolen Baggage:

- Place traveler contact information inside your luggage; multiple places for ease to identify if lost. Keep your baggage tag safe as proof of luggage.
- The ultimate responsibility for retrieving and compensating for lost luggage lies with the airlines. Amentum will not reimburse travelers for personal items lost while on business.

How do I reach the travel agency, car rentals, credit card department, credit card vendors, Visa/Passport companies etc.?

See the Amentum Global Travel Page

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Attachment 3

Fly America Exceptions Found in FAR 47.4.

The Fly America Act requires that U.S. flag carriers be used for all commercial transportation when the Government funds the travel (49 U.S.C. §40118(d)). Therefore, Amentum requires that travel by air be on a U.S. flag carrier for every leg of a trip, unless the traveler can provide supporting documentation that a U.S. flag carrier is not available as indicated below.

A U.S.-flag air carrier service should be used even though (FAR 47.403-1):

1. Comparable or different kind of service can be provided at lower cost by foreign-flag air carrier.
2. Foreign flag air carrier service is preferred by, or is more convenient for, the traveler or agency.

Check at least one of the following statements below in order to qualify for waiver of the Fly America Act:

For Travel between the USA and a Foreign Destination (FAR 47.403-1(d)):

- ☐ U.S.-flag service would extend travel time by at least 24 hours more than travel by a foreign-flag air carrier
- ☐ U.S.-flag air carrier service would require a 6 hour or longer layover at a foreign airport
- ☐ For travel between two points outside the United States (FAR 47.403-1(e))

Travel by a foreign-flag air carrier would eliminate two or more aircraft changes enroute

- ☐ One of the two points abroad is the gateway airport en route to or from the United States and the use of a U.S.-flag air carrier would extend the time in a travel status by at least 6 hours more than travel by a foreign-flag air carrier
- ☐ The travel is not part of the trip to or from the United States and the use of a U.S.- flag air carrier would extend the time in a travel status by at least 6 hours more than travel by a foreign-flag air carrier

For short distance travel (FAR 47.403-1(f)):

- ☐ Use of a foreign-flag air carrier is 3 hours or less and service by a U.S.-flag carrier is 6 hours or more.

U.S.-flag air carrier not available (FAR 47.403-1(a)):

- ☐ International air transportation by U.S.-flag carrier was not available.

Remember, you must use a U.S. flag air carrier on every portion of the route where it provides service unless you qualify for a waiver.

Traveler Signature: _____ Date: _____

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Attachment 4

Travel Exception Code Definitions

Reason Code Explanation

Fly America Act Compliant

AA	U.S.-flag carrier.
BB	Code share agreement.

Fly America Act Exceptions

CC	U.S.-flag carrier available but cannot provide transport or accomplish mission.
DD	Service on foreign-flag carrier is 3 hours or less and US carrier doubles travel time.
EE	U.S.-flag carrier involuntarily reroutes travel to foreign-flag carrier.
FF	No U.S.-flag carrier provides service on part of the segments.

For travel between a US gateway airport and a foreign gateway airport:

GG	U.S.-flag carrier service would extend travel time by at least 24 hours more than travel by a foreign-flag carrier.
HH	U.S.-flag carrier would require a 6 hour or longer layover in a foreign airport.

For travel between two points outside the United States:

II	Travel by a foreign-flag air carrier eliminates two or more aircraft changes en route.
JJ	One of the two points abroad is the gateway airport en route to or from the U.S. and use of U.S.-flag carrier would extend travel time by at least 6 hours.
KK	Travel is not part of a trip to or from the U.S. and use of U.S.-flag carrier would extend travel time by at least 6 hours.

For travel not billed to the U.S. Government:

NO	Travel reimbursed by a 3rd party or allowed per contract.
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The following exception codes require an appropriate Project Account Abbreviation (PAA).

For travel considered compensation, not business travel:

TX	Travel is considered compensation and the cost will be included in the employee's taxable wages.
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For travel related to an unallowable activity:

UA	Travel to support an unallowable activity, not initially billed to the U.S. Government.
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Travel Agencies must document any exceptions to the Fly America Act:

- The exception code must be documented on the actual Invoice/Itinerary. Acceptable locations:
 - OTH/passive segment line after the last flight segment
 - First 'canned remark' on itinerary/invoice; or
 - Remark field under each exception flight segment.
- Add the Reason Codes into a reportable field (UAMENTUMD) that is captured in automated reporting. If it is not possible, then a manual report should be generated. Travel agencies are to send quarterly reports to the Designated Procurement Travel Lead.

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7.0 Revision History Table:

Revision History Table		
Revision Number	Date Revised	Revision Summary
3	12 June 2025	<ol style="list-style-type: none"> 1) Retiring FA-205-6-T-2 Justification for Lodging in Excess of Maximum Per Diem Rate; replaced by AM-FAS-PL-2056-AM-F-02 Justification for Lodging in Excess of Maximum Rate 2) Retiring FA-205-6-T-1 Justification for Travel Policy Exception FA-205-6-T-1; replaced by AM-FAS-PL-2056-AM-F-01 Justification for Travel Policy Exception 3) Retiring FA-205-6 Travel Management and Expense Reporting; replaced by AM-FAS-PL-2056-AM Travel Management and Expense Reporting 4) Replaces JT-AC-PL-0123-US Rev. 13 Meals Expenses 5) Replaces JT-FA-PL-0100-US Rev.20 Travel 1) Conform Revision 2 document to new BMS Document Template AM-QUA-PR-0901-AM-T-01. 2) Combines Amentum travel related policies with legacy Jacobs Travel policy. 3) Paragraph 3.4.8 Added Uber for Business as preferred rideshare. 4) Attachment 2 updated Avis and Budget Contract numbers and Enterprise Truck Rental password. 5) Section 5.2 Export Form For International Travel ITC-800-1-F-8 replaced by AM-ITC-PR-8100-AM-F-01 Export Form for International Travel
2	21 December 2023	<ol style="list-style-type: none"> 1) New Amentum logo added to conform with QUAL 901. 2) Minor corrections and clarifications made to wording to improve accuracy and usability.
1	7 October 2024	<ol style="list-style-type: none"> 1) New PPI Number due to organizational re-alignment to Finance and to conform with QUAL 901. Assigned FA-205-6 2) Combines Amentum travel related policies with legacy PAE Business Travel policy.