

SEDL Travel Reimbursement Provisions for Staff and Consultants

- **Original Itemized Receipts are required for any expenditure over \$25**, e.g., taxi, bus, or limousine fares; parking or toll fees; registration fees; purchase of conference materials; communications; postage; secretarial or support services; meeting room or equipment rental, and related costs. Photo/Fax copies are **not** acceptable.
- **Airline Transportation** – Coach, tourist, or other discounted class only (**not** first class). In order for SEDL to reimburse you, SEDL must receive the **original itemized Passenger Receipt** portion of the actual airline ticket remaining after completion of the trip. In the case of Ticketless or Electronic Travel, if an original itemized passenger receipt cannot be obtained, an original/itemized airline or travel agency receipt/itinerary may be substituted.
- **Meals**--SEDL will reimburse the actual cost (including taxes and gratuity--if any) of meals consumed (excluding alcoholic beverages and entertainment expenses) at the daily meal and incidental expense (M&IE) allowance rate for the applicable CONUS location (receipts not required) within the following limits:

	Applicable CONUS locations Meals & Incidental Expenses						Schedule for Allowable Reimbursement of Meals	
Total Daily M&IE Allowance	\$46	\$51	\$56	\$61	\$66	\$71	Departures from home/office before:	Arrivals at home/office before:
Consisting of:								
Breakfast not to exceed	\$ 7	\$ 8	\$ 9	\$10	\$11	\$12	7 am - breakfast	
Lunch not to exceed	11	12	13	15	16	18	noon - lunch	noon - no lunch
Dinner not to exceed	23	26	29	31	34	36	6 pm - dinner	6 pm - no dinner
Incidental expenses not to exceed	5	5	5	5	5	5		

* Incidental expenses are expenses for porters, baggage carriers, bellhops, hotel maids, and the like.

- Reimbursement for any meal served in-flight or included in a conference cannot be claimed whether consumed or not. Receipts are not required for meal reimbursement as described above.
- **Lodging**--The actual cost of public lodging will be reimbursed, the **original itemized receipt** is required. Any public lodging rate in excess of 120% of the lodging rate prescribed in the CONUS per diem table or in excess of \$92.40 for locations not listed in the CONUS table (both using single occupancy rates and excluding appropriate taxes) must have the prior written approval of the President and CEO.
- Unless hotels/motels are pre-authorized by SEDL to bill SEDL directly for room or meal charges, you will need to pay the expenses for your room and meals and then request reimbursement from SEDL.
- **Privately-Owned Vehicle**--If your privately owned vehicle is used to provide transportation to and from the common carrier departure point you may be reimbursed for mileage at the approved Internal Revenue Service rate (currently 56.5¢ per mile).
- The use of your privately-owned vehicle on a mileage basis may be authorized or approved: provided, that the aggregate of allowable expenses, plus increased subsistence expenses, if any, through increased travel time, does not exceed the cost of transportation available by common carrier.
- SEDL cannot reimburse staff members or consultants for their use of rental vehicles unless such use has received **prior authorization in writing by the appropriate SEDL budget authority**.
- SEDL cannot reimburse staff members or consultants for their purchases of personal travel/accident insurance.