



# **TRAVEL POLICY**

**FEBRUARY 2015**

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## **1.0 PURPOSE**

The purpose of this policy is to establish procedures and guidelines for the reporting, control, and reimbursement of employee expenses incurred in connection with travel and related activities performed on behalf of Joint Logistics Managers, Inc. (JLMI). It is the policy of JLMI to reimburse staff for **reasonable and necessary expenses incurred in connection with approved travel on behalf of the company**. All employees have a fiscal responsibility to JLMI.

Travelers seeking reimbursement should incur the **lowest reasonable travel expenses** and exercise care to avoid impropriety or the appearance of impropriety. Travel expenses are reimbursable ONLY for expenses incurred while on company-related travel. Non-food items, alcohol and other personal purchases WILL NOT be reimbursed and repeated abuse of the corporate credit card will result in disciplinary action including termination. Approved reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If circumstances arise that are not specifically covered in the travel policies, the most conservative course of action should be adopted.

The following procedures are provided to assist JLMI to limit expense reimbursement to those costs that either do not exceed contractual reimbursement guidelines or marketing and general reimbursement guidelines. All business related travel paid with JLMI funds must comply with company expenditure policies. Travelers are reminded that the corporate credit cards are NOT personal cards and at NO time should any personal expenses be incurred on the corporate card.

## **2.0 SCOPE**

This procedure applies to JLMI employees and all subcontractors who travel on a pre-approved authorized trip. The policy is applicable to contractors who are subject to travel under their contract with JLMI.

## **3.0 POLICY**

Travel by JLMI employees is arranged using guidelines cited in the Joint Federal Travel Regulations (JTR) and our contracts.

## **4.0 RESPONSIBILITIES**

Travel will be coordinated through a JLMI Travel Coordinator unless deviation is authorized by JLMI leadership. If traveling for extended periods, expense reports must be submitted bi-weekly. The traveler is required to submit an expense report within two (2) business days after the end of the trip or every TWO weeks whichever is shorter. Expense report is not complete and considered FINAL until it is approved and processed and sent to accounting for invoicing. When a travel coordinator "REJECTS" an expense report the employee shall make ALL corrections within 24 hours (excepts will be considered for those individuals outside the Continental United States (OCONUS) on a new mission; not to exceed [NTE], 36 hours). Therefore, travelers WILL submit their expense report within two (2) business days to the travel reviewer. The Travel Reviewer and Travel Coordinators will have two (2) business days to review and submit the expense report to the Resource Admin Clerk. Failure by the employee to submit timely and accurate expense reports in accordance with (IAW) this policy will be reflected on the employee performance appraisal and may result in disciplinary action. The procedure for completing expense reports is outlined in the

JLMI Expense Report Training Manual. Any deviations must be explained on the expense report with the documented approval from the Director of Accounting, or the employee will risk delayed, partial, or forfeited reimbursement. Cases of a traveler not following procedures may result in disciplinary action up to and including termination.

## **5.0 TRAVEL**

### **5.1 ARRANGEMENTS**

If you are traveling as part of a team or group, coordinate with the Team Lead and JLMI Manager and arrange to stay at the same hotel as other team members to facilitate sharing transportation to keep costs down. Travel arrangements will be made well enough in advance to ensure you are available on the first day to perform your duties and depart no sooner than immediately after business is completed on the last day. Any changes to travel arrangements must be approved by the JLMI Manager and coordinated through the JLMI Travel Coordinator. In an **EMERGENCY** situation, an employee must first contact the JLMI Manager for approval of changes to existing travel. The JLMI Travel Coordinator will then make any changes deemed necessary during normal business hours.

The JLMI Travel Coordinator will purchase non-refundable tickets two (2) weeks before the flight so travel plans must be **FIRM**. The JLMI Travel Coordinator will:

- Try not to book the last flight out to avoid possible overnight travel delays.
- Select the lowest available fare without regard for carrier.
- Compare flights (direct to indirect, connecting to non-connecting, etc.), to get the lowest fare.
- Use a two (2) hour window for connections / lay overs departures and arrivals to get the best fare.
- Comply with the Fly America Act for International flights.
- Require justification and JLMI management approval in advance for not booking the lowest fare.
- Try to avoid unreasonable departures prior to 0700 or arrivals after 2100 for domestic flights and departures after 2100 and arrivals after 0700 for international flights. If the traveler requests an earlier departure and the flight is still the lowest fare, the travel coordinator may book same day earlier departures.
- Both the Continental United States (CONUS) and OCONUS travel regardless of duration is coach. Global Combat Support System - Army (GCSS-Army) Project allows **only economy**.
- **Travel Coordinators will only make necessary reservations / deposits and will NOT pre pay for rental cars or hotels for the entire length of stay.**

### **5.2 FREQUENT FLYER PROGRAMS**

Employees may retain benefits from **frequent flyer club** memberships. All dues for such clubs must be paid by the employee. All employees may elect to use personal miles, certificates, or stickers to upgrade any flight. Under no circumstances will enrollment in a frequent flyer program dictate what airline is used. The cheapest flight is always the preferred flight.

### **5.3 UNUSED TICKETS/CANCELLATION**

The JLMI Travel Coordinator must be notified of any travel cancellations as soon as possible to ensure the avoidance of no-show charges. All unused airline tickets are to be returned to the JLMI Travel Coordinator within three (3) business days after the cancellation. If electronic tickets have been ordered and are not used, the JLMI Travel Coordinator must be notified immediately to ensure a refund or credit is issued by the airline. Additionally, the Travel Coordinator will track all credits to ensure they are used before they expire.

### **5.4 DELAYS/LAYOVERS**

If you are unable to make a connecting flight because the first flight has been delayed for any reason, the burden of the responsibility lays on the carrier whose flight has been delayed. Most carriers will book you on your final destination on the next available flight even if it is not their airline. If delays are due to airline or mechanical issues, travelers are urged to inquire about meals and/or overnight lodging provided by the airline. When your arrangements have been made, you are on a **business** trip for JLMI and not on personal travel. Travel arrangements are made to ensure you arrive at your destination within an acceptable amount of time so you can complete your mission. You are not authorized to change those reservations. If you are on an overbooked flight, do not volunteer to give up your seat on that flight. If you disregard this, you **will be** liable for any additional expenses you incur due to your actions and disciplinary actions may also be taken.

### **5.5 AIRPORT PARKING**

Privately Owned Vehicles (POV) parking fees are reimbursable during travel as long as the total parking fee does not exceed the round trip taxi fee to an off-site parking facility. For trips of more than five (5) days, long-term parking must be used. If a car service is used JLMI will only reimburse for the cost for the round trip POV or taxi services, whichever is cheaper (in most instances POV will always be cheaper).

### **5.6 AIRPORT TRANSPORTATION**

Round trip mileage may be claimed for POV if the traveler is dropped off at the airport as well as any tolls involved. Toll charges may be claimed for the round trip, receipts **MUST** be provided with the Expense Report.

### **5.7 TOLLS**

Tolls are reimbursable with receipts and must be itemized daily and not consolidated. (See additional guidance under rental car paragraph)

### **5.8 LODGING**

The maximum amount that may be reimbursed for hotel expenses is based on the JTR by duty location. The nightly room rate, excluding state and local taxes, must not exceed the maximum lodging authorization of the JTR rate. With state and local taxes, the total cost may be in excess of the permitted JTR rate. If, as a team member, you stay at a hotel less than the JTR, you will be reimbursed only for the actual expense. Additionally, your temporary duty (TDY) location

determines your maximum per diem reimbursement rate. Ensure you select hotels that are within the per diem rate location of your work site. As an example, Fort Leavenworth, Kansas max lodging is \$106.00, but Lansing, Kansas is only 8 miles away from Fort Leavenworth but the max lodging varies between \$83.00 and \$106.00. If a hotel cannot be found within the JTR rates, **the Travel Coordinator** must obtain approval from management to book rooms in excess of the JTR. However upon arrival travelers must confirm the hotel rate upon check-in, often the government/JTR rates are not always guaranteed.

If you arrive at your lodging facility after 12 midnight, you claim lodging cost for the preceding calendar day. If no lodging is required, the applicable Meals and Incidental Expenses (M&IE) reimbursement rate is the rate for the TDY location.

### **5.8.1 Hotel Selection**

JLMI will try to accommodate preferred hotel choices provided they are within JTR rates and do not conflict with team requirements.

### **5.8.2 Hotel Parking**

Hotel parking costs should be avoided, if possible, but will be reimbursed if there is no other parking available. A receipt must be provided. If hotel parking is the only option, self-parking versus valet parking is the preferred method. Prior approval to use VALET parking must be pre-approved by JLMI management.

### **5.8.3 Room Types**

A single room with a private bath in a moderately priced business class hotel or motel within JTR published rates is the standard.

### **5.8.4 Cancellation**

All rooms must be guaranteed for late arrival. **If cancellations are necessary, the JLMI Travel Coordinator will cancel the room reservation per the cancellation policy referenced on individual reservation confirmations** to avoid a “no-show” charge. Cancellations may also be made by the individual traveler when necessary. If the cancellation is made by the traveler directly with the hotel, the traveler must obtain a “cancellation number” and e-mail the information to the JLMI Travel Coordinator.

### **5.8.5 Payment and Documentation**

Hotel receipts are required documentation for lodging charges. Hotel receipts must display the nightly rate with a separate line for taxes and fees.

## **6.0 INTERNET CHARGES**

Internet access fees in a hotel for “official business” are considered a reimbursable expense. Internet access fees at an airport are not reimbursable.

## **7.0 TELEPHONE CHARGES**

“Official business” telephone calls are reimbursable. Reasonable calls home while traveling may also be claimed. As an example, a short call (3-5 minutes) upon arrival at location is permissible and if an extended stay is required, a weekly short call is authorized. Excessive claims for calls home may be denied so don’t abuse the privilege.

## **8.0 LAUNDRY AND DRY CLEANING CHARGES**

Actual and reasonable laundry and dry cleaning services are reimbursable for CONUS business travel after the 5<sup>th</sup> day of travel. Exceptions to the 5<sup>th</sup> day rule would be:

- A business trip planned for less than five (5) days is unexpectedly extended. This requires a written explanation.
- Clothing is soiled by either on the job requirements or an unusual occurrence, which must be explained on or with an attachment to the expense report.

The actual cost for laundry and dry cleaning are not separately reimbursed for OCONUS or foreign travel. The costs are included in the OCONUS M&IE rate. Laundry and dry cleaning charges will be documented using the JLMI Missing Receipt Form.

## **9.0 VEHICLE RENTALS**

All ground transportation is booked through the JLMI Travel Coordinator. Rental cars will be shared whenever possible to keep costs down. Unless specifically authorized only a STANDARD car is authorized. If an employee request and receives approval for deviation on their trip, the rental car MUST be return to the rental company and then rented using PERSONAL FUNDS.

Global Positioning System (GPS) should never be requested. If the rental car is equipped with an “easy pass” type device, traveler must ensure they understand when and how to get an actual “toll” receipt from the rental car company. Additionally, most rental car company’s charge a “convenience fee” for each day of the rental, including any days on which the pass is NOT used. When checking in, ask for a car that does NOT have an “easy pass” device. It is often easier to request and pay the toll with cash and obtain a receipt through a “full service” toll booth and submit a complete travel voucher versus waiting for a receipt for tolls. Toll charges are typically applied after the rental car is returned, up to 30 days after the rental has closed and could delay the travelers’ reimbursement. IF the “easy pass” devise is used, employees must annotate those tolls when the rental was used for personal use, versus those used for business (i.e., tolls on the weekend).

### **9.1 DAMAGE POLICY / TRAFFIC VIOLATIONS/ACCIDENTS**

JLMI’s insurance company requires that all renters add the loss damage waiver (LDW) or collision damage waiver (CDW) option to each rental reservation. No other insurance option will be requested.

It is the driver’s responsibility to inspect a rental car for damages before operating a vehicle and reporting those damages to the rental agency. If a rental car is damaged while in your possession, report the accident to the police immediately for a police report. Next, contact the rental agency



and report the damage. If the car is not drivable the rental agency will make arrangements for you to get another car. Accidents occurring during activities such as driving to dinner or to events during free time that are considered reasonable and customary for business travel should be covered under the "Loss Damage" or "Collision Damage" waivers. If a rental car is damaged while you are on downtime, sightseeing, or conducting activities not customarily related with business travel DAMAGES **WILL NOT BE** covered by JLMI.

The CDW or LDW, insurance on the rental car are to cover any loss or damage to the vehicle (including scratches). Beware that international rental companies will try to charge for this knowing the renter will have returned to the U.S. In addition to the photos, challenge any such charges because you are covered by the insurance. Ask for the manager if needed.

If you are involved in a traffic accident while driving a rental vehicle, you may be liable for any damages to the rental vehicle, property, and other vehicles or people involved. If you are driving a rental vehicle on behalf of JLMI, you must have a valid driver's license. Check to see if your POV insurance covers you in a company rental car.

If you are involved in an accident in a corporate rental car you must report the accident to your immediate JLMI supervisor as soon as possible. If you are injured in an accident please report the extent of your injuries, contact information, and the medical facility that will tend to you. Your supervisor or someone designated by your supervisor will advise what your next steps should be after being injured in an accident.

JLMI is not responsible for traffic or parking tickets issued to travelers while driving rental cars on company business. When car rental agencies receive traffic violations, they will generally charge the fine to the purchasing card or to the direct bill account. In this case the violation is forwarded to JLMI and the traveler is responsible for reimbursing JLMI for the full cost.

## **9.2 REFUELING OPTIONS (TEAM LEAD RESPONSIBILITY)**

Travelers will refuel the rental vehicle **PRIOR** to returning it. This is the least expensive option. Allow yourself enough time to refuel the vehicle before you have to be at the airport. **Do not** use the rental car agency fill up service. Failure to refuel the rental vehicle is not efficient and is costly to JLMI. Retail gas receipts are required for reimbursement.

**If cancellations are necessary, the Travel Coordinator must cancel the rental car reservation** to avoid a "no-show" charge. Travelers may cancel, when necessary. If the cancellation is made directly with the rental car company, the traveler must obtain a cancellation number and e-mail the information to the JLMI Travel Coordinator.

## **10.0 OTHER TRANSPORTATION**

### **10.1 POV**

Use of POV is the least preferred method of transportation and should only be used when other transportation is unavailable or uneconomical, and with the approval of the JLMI Manager. The use of POV **MUST** be pre-approved by the JLMI Manager. A cost comparison must be submitted with a request for use of POV to determine whether use of POV will be authorized. This mileage allowance covers all auto costs (gasoline, repairs, insurance, etc.).

## **10.2 TAXI AND OTHER LOCAL TRANSPORTATION**

The cost of taxis to and from places of business, hotels, and airports in connection with business activities is reimbursable. Use of taxis is authorized only when more economical services (hotel vans, shuttles, etc.) are not available. Employees are encouraged to utilize public/free transportation whenever feasible.

## **10.3 PAYMENT AND DOCUMENTATION**

All taxi expenses and other transportation expenses are only reimbursable with proper documentation/ receipts and included on an expense report.

## **11.0 MEALS**

Meal expenses during travel are reported separately for each day (per diem) and is determined by the specific geographic location of travel IAW the JTR published rate. Reasonable costs of meals with no more than a 15% tip when appropriate are reimbursable or daily per diem rates will apply. Travelers are reminded that **ONLY** their meals are to be purchased on the corporate credit card. Employees are **NOT** authorized to pay for “other’s meals” and then have the cost “deducted from their per diem.” Room service is not authorized, all charges must have an itemized receipt.

### **11.1 PAYMENT AND DOCUMENTATION**

Receipts for meals that are not part of per diem, or paid for by corporate credit card, must include the detailed / itemized receipt, not just the credit card receipt. Meal receipts for meals charged on the company credit card must be submitted. Employees shall not use the corporate card for any non-business, non-essential purpose, i.e., for any personal purchase. Employees must pay for personal purchases with their own funds or personal credit cards. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. Any purchases made with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

## **12.0 OTHER REIMBURSABLE EXPENSES**

The following incidental expenses, when directly related to business travel (documented and receipts provided), are reimbursable:

- Meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality **per diem rate**.
- Laundry for trips in excess of five (5) days authorized for CONUS only. Subject to change based on the JTR and / or contract.
- Long-term parking at airports (a maximum of \$12 per day) for POV is authorized, NTE the cost of POV round trip costs.
- Mileage will be payable from the employee’s home or office location to the airport on dates of travel (Distance will be verified using the distance between the employees home address and the airport and using Google Maps distances). If you are dropped off or picked up by

a friend or family member at the airport the round trip mileage (from home to the airport and return) is reimbursable.

- Baggage is reimbursable up to TWO bags, but neither bag may exceed the weight authorized by the airlines (usually 50 pounds per bag). JLMI will NOT reimburse for excess weight

### **13.0 NON-REIMBURSABLE EXPENSES**

The following specific items are not reimbursable, additionally these items should NOT be purchased using the corporate card. Other items may be disallowed if it is determined that such expenses are not reasonable, ordinary, and necessary expenses incurred in connection with Company business.

- Barber or hairdresser
- Theater, sporting events, cover charges, etc.
- Liquor, wine, beer, or other alcoholic beverages
- Sporting activities (green fees, tennis fees, spas, etc.)
- Personal credit card dues and interest
- Newspapers, books, and magazines
- Baby-sitter costs
- Fitness facilities
- Traffic fines
- In-flight movies/refreshments
- Movie rentals
- POV repairs and expense (covered by mileage allowance)
- Rental car insurance premiums (except as noted above)
- Travel insurance
- Boarding of pets
- Medication or other personal hygiene items
- Massages
- Upgrades on rental cars, airline tickets
- Valet parking fees unless approved in advance

### **14.0 EXPENSE REPORTS**

After travel is complete or bi-weekly, whichever is less; the employee must complete an expense report and include all receipts. All expenses must be actual, necessary, and reasonable. Subcontractors are expected to use good judgment and act responsibly when incurring expenses. **Detailed receipts (when scanning the receipt, ensure the entire receipt is scanned)** and not only credit card total charge receipts, are required for tax and audit purposes. If including more than one receipt for a purchase (i.e., itemized receipt and credit card total with tip included), indicate on the scanned page that the receipts are for the same purchase. This applies to all reimbursed expenses.

The primary document to be used for reporting any reimbursement incurred on behalf of JLMI is the Deltek Expense Report. Please consult the Deltek Expense Report Training document if you have questions. *(There may be other requirements as specified in specific contracts.)* This is to be used for all business expenses. Any expense reported beyond direct travel, i.e., airfare, lodging per diem, and rental car must be accompanied with the documented pre-approval of the JLMI Manager or the employee will risk delayed, partial, or forfeited reimbursement. In addition to reporting reimbursable expenses, this report will include:

- Purpose of the business travel, dates, and locations
- Documentation of all claimed expenses (receipts)

Original receipts must be provided to verify expenses and comply with tax regulations. Expenses not accompanied by receipts must be explained using the JLMI Missing Receipt Form (See Attachment 1). These items will be considered for reimbursement on an individual basis. JLMI assumes no obligation to reimburse an expense (other than mileage and per diem) that is not accompanied by a receipt. The employee should verify and submit the report and retain a copy for his/her personal file. Employees should also ensure that all receipts once scanned **are legible**. Also, more than one receipt should be included per page. For example, all the meal receipts of a specific day should be on ONE page and annotated on the page a brief description of the receipts, i.e., meals for 4 Jan 2014. Try to avoid mixing receipts when scanning, group like items together in chronological order. If the trip is short duration or only minimum receipts consolidating receipts is authorized if each receipt is LABELED with the appropriate charge type, i.e. *rental car gas, food, toll*.

When in doubt about any travel charges, contact the JLMI Travel Coordinator or the JLMI Manager in advance of making the charge.

Employees are responsible for ensure the completeness and accuracy of the expense report in Deltek. Itemized items **MUST MATCH** the entries made in Deltek and any required accompanying supporting documents (i.e. Northrup Grumman spreadsheet).

## **15.0 DEVIATIONS IN CONJUNCTION WITH COMPANY TRAVEL**

JLMI standard business practice does not permit deviations to travel for personal accommodation in conjunction with company travel. However, should there be an exception the Exceptions section below must be followed. This would include *but is not limited to* adding vacation/personal time prior to the agreed upon departure date or after the return date. Travelers will not be reimbursed for excess costs caused by:

- An indirect route as a matter of personal preference
- Premature departure for personal reasons from a travel assignment location
- Extending a stay for personal reasons

Additionally, if approved the traveler will NOT use the corporate credit card for expenses incurred while on personal time. If staying in the vicinity, the traveler MUST separate the days stayed in the hotel on personal time verses those stayed on official travel. These must be on TWO separate receipts. ALL gas and incidentals must be paid by the traveler and the corporate credit card will NOT be used to cover these expenses.

## **15.1 EXCEPTIONS**

Although exceptions are rarely approved, should an employee request to deviate from the set parameters for travel it is the responsibility of the Manager to:

- Determine whether the deviation goes against the client request.
- Does not cause an adverse effect on the client.
- Does not cause an adverse effect on JLMI.

This would include consideration of cost of the request compared to the cost outlined. Some items to be considered are mileage, travel time, and whether the request may create extra billable hours.

## **15.2 PROCEDURE FOR REQUESTING DEVIATIONS**

1. Employee requests deviation in writing (e-mail is authorized) to the Manager.
2. Manager provides analysis of the impact of the deviation on the travel project. This includes the authorization for travel, a draft JLMI TRAVEL EXPENSE VOUCHER for the trip as the client requires, a draft JLMI TRAVEL EXPENSE VOUCHER for the trip as proposed and a NARRATIVE page explaining what the employee is proposing to do.
3. Project Manager advises Chief Operating Officer (COO) regarding the request and their recommendation in writing.
4. COO consults Accounting for review with the analysis from step 2.
5. COO and Accounting present to the Chief Executive Officer (CEO) for approval.
6. Signed copy of NARRATIVE page is returned to Project Manager to forward to Manager and Employee.

Only after these steps have been followed should the employee consider their request approved. Reimbursement is limited to the lesser of either the client proposed travel or the employee proposed deviation.

All time spent in conjunction with a travel deviation, i.e., analysis and meetings for review, shall be recorded in the time keeping system as G&A hours.

Failure by the Manager to seek corporate approval could result in disciplinary action.

Failure by the employee to follow the approved process could result in disciplinary action.

Approval of a request does not imply tacit approval on any future requests. Each case may be different and must be handled accordingly.

In most instances, the expected turnaround time for review/approval is five (5) business days.

## **16.0 OCONUS TRAVEL**

OCONUS travel follows the same basic procedures for making reservations but it also requires a number of preliminary activities. See Attachment 2 OCONUS Travel Checklist for details. Also note that there is no laundry and dry cleaning expenditures that can be claimed for OCONUS travel IAW the JTR.



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**ATTACHMENT 1 – JLMI MISSING RECEIPT FORM**

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Memorandum for missing travel receipts:

<b>DATE OF CHARGE</b>	
<b>CHARGE AMOUNT</b>	
<b>LOCATION OF CHARGE (NAME OF BUSINESS)</b>	
<b>TYPE OF CHARGE (AMEX, VISA, ETC.)</b>	
<b>TYPE OF ITEM(S) PURCHASED (I.E., RENTAL CAR FUEL, MEALS, TOLLS)</b>	
<b>NOTES</b>	

I certify that the above was incurred by me in company business. Original receipt was unavailable or misplaced at the time of travel.

---

**Employee Signature**

---

**Employee Printed Name**

---

**Date**

## ATTACHMENT 2 – OCONUS TRAVEL CHECKLIST

---

Use this checklist, AS SOON AS YOU KNOW YOUR travel dates since some things may take that much time to complete!

### **BUSINESS TRIP (LESS THAN 60 DAYS TO NON-HAZARDOUS AREA)**

- Verify they have the proper Federal Acquisition Regulation (FAR)/International Traffic in Arms Regulations (ITAR) documentation and Security documentation.
- Ensure all employees have taken all required training.
- Get insurance in effect before they leave.
- Update emergency contact information.
- Verify passport expiration date and need for a VISA against the dates of their travel.
- Check State Department website for guidance for the country being visited.
- Are there any Centers for Disease Control and Prevention (CDC) requirements (inoculations/shot records)?
- Employees must pack medications for the duration of their stay.
- Be sure they report to our FSO (Janet) or alternate FSO (Della) before they leave (briefing).
- Must have Technical Expert Status Accreditation (TESA) accreditation (privileged Common Access Card [CAC]).
- Do they get post exchange (PX) (including gas), medical care? If so, is it put on their CAC?
- Be sure they take terrorist awareness class.
- Determine if there is an airport tax and how it must be paid (which currency or credit card).
- Find out how the credit card company handles exchange rates (at time of expense or when it settles).
- Temporarily increase credit card limit above \$10k.
- Determine ahead of time how/where they can scan receipts.
- Will internet/scanning fees for receipts be permitted?
- Determine if extra baggage will be required get approval.
- Ensure traveler understands baggage weight/size limitations.
- Be sure they understand medical/dental coverage and access to treatment abroad.
- Be sure they understand they will not be reimbursed for laundry and dry cleaning (include in M&IE).
- Be sure they understand they will fly coach, unless Northrop Grumman Information Systems (NGIS) approves in advance.
- Provide guidance on currency exchange (buy here or there).
- Are there mortuary issues that need to be addressed?

**NOTE:** For Hazardous areas follow the State Department and Army supplement guidance.

**ACKNOWLEDGEMENT OF RECEIPT OF JLMI TRAVEL POLICY**

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I hereby acknowledge that on the date indicated below, I have received the JLMI Travel Policy. I understand that this current version of the Policy supersedes any previous versions that I may have received and that I have the obligation as an employee of the Company to read this Policy in its entirety, consult with management regarding any questions or concerns that I may have regarding its contents, and adhere to the policies outlined herein.

Additionally, I will sign two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Human Resources Department within the allotted timeframe. I understand that this Acknowledgment of Receipt will be retained in my personnel file.

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_