

## Travel Worksheet Attachment #2

### **Special Instructions – TRAVEL**

#### Travel Expenses

The contractor agrees to comply with the Per Diem rates, the definition of lodging, meals and incidental expenses set forth in the FTR/JTR in effect at the time of contract award.

Maximum Per Diem rates shall be adjusted downward if lodging is not required and for partial travel days (e.g. day of departure and return).

Contractors shall provide a breakdown of all travel expenses that will be incurred in execution of resulting Order. Breakdown shall include the below expenses if applicable.

Lodging	Lodging expenses are authorized only when lodging expenses will be incurred by the contractor.
Per Diem	Authorized per diem rates can be found at: <a href="http://www.gsa.gov/portal/content/104877?utm_source=OGP&amp;utm_medium=print-radio&amp;utm_term=perdiem&amp;utm_campaign=shortcuts">http://www.gsa.gov/portal/content/104877?utm_source=OGP&amp;utm_medium=print-radio&amp;utm_term=perdiem&amp;utm_campaign=shortcuts</a>
Incidental expenses	Standard rate applies
Airfare	Contractors will use the lowest priced airfare available to the contractor.
Other allowable expenses (i.e. tolls)	Other allowable expenses incurred in execution of this contract (e.g. tolls, ferry fee, airport taxi, shuttle).
Car Rental	Contractor will use the lowest price car rental available to the contractor.
POV miles	Commuting miles, if authorized, will be reimbursed at the mileage rate approved by GSA, currently \$0.56 per mile. Mileage rate can be found at: <a href="http://www.gsa.gov/portal/category/104715">http://www.gsa.gov/portal/category/104715</a>

\*\*Contractor shall provide a cost breakdown of travel expenses in order for the contracting officer to determine that travel expenses are reasonable.

## Travel Worksheet Attachment #4

### **Sample Breakdown**

**Trip 1** - From Home of Residence (HOR- ex. Ft. Myers, Florida) to Denver CO.

**Date:**

	Travel Day - Day of Departure insert date	Day 1	Day 2	Day 3		Travel Day - Day of return Insert date
Lodging						
Meals & Incidental Expenses						
Airport parking						
Taxi						
Airport Shuttle						
Car rental						
Airfare						
Other Allowable Expenses						
<b>Total daily expenses</b>						
<b>Total –Travel</b>						