

## APPENDIX A

### AURA CORPORATE OFFICE TRAVEL REIMBURSEMENT POLICY

In addition to the travel policies stated in [Section BXXI of the AURA Policies](#), Corporate Office Staff shall comply with the following procedures for travel reimbursement.

The Corporate Office Travel Policy provides procedures for reimbursement of Corporate Office staff travel expense. This policy is designed to clarify procedures and ensure compliance with government regulation and AURA policy on travel expense. AURA's travel policy is presented in Section BXXI of the AURA Policies.

All Corporate Office Staff must submit a Travel Request form (TR) in Reqlless for travel for meetings further than 50 miles from the individual's residence. If the meeting/event travel is within 50 miles from the individual's residence, a travel request is not required, unless the travel includes expenses are reimbursable or if overnight accommodations are required. Each travel expense report must include an agenda for a meeting, if applicable. This travel request should include all expenses, including those to be paid through the Corporate AMEX card.

The policy below refers to "unallowable expenses". Unallowable expenses are those identified by government policy as not qualifying for reimbursement under government contracts or cooperative agreements. AURA may allow reimbursement for these expenses when they relate to government oversight events or as part of business related meal. However, those unallowable costs must be approved by the employee's supervisor and carefully identified as to ensure that they are not charged to a contract or cooperative agreement but rather charged against corporate reserves. It is required that these costs are specifically identified to ensure that they are correctly classified as an unallowable expense for the purpose of government reporting.

a. Lodging and Transportation

Lodging and travel expense are reimbursed at actual cost. Lodging expense is subject to a "reasonableness" test. Lodging costs may not exceed 150% of the government per diem for lodging without the permission of the employee's supervisor. Government per diem rates for lodging expense can be found at [www.gsa.gov](http://www.gsa.gov).

b. Meals

All Corporate Office Staff **must** submit an expense report for meetings further than 50 miles from the individual's residence. Each expense report must include a per diem calculation for meals. Actual charges for meals either on the Corporate credit card or on a personal credit card or paid with cash **are not** a substitute for the per diem calculation. Rather, they are treated as a reduction to per diem and must be accounted for on the expense report. The purpose of the use of per diem charge rather than reimbursement for actual charges is to ensure that total reimbursement for meals and incidentals do not exceed the government per diem.

Special care should be taken to review all hotel bills to ensure that meals charged to the bill are applied against the per diem. Personal charges to the hotel bill (for items such as movies) do not qualify for travel reimbursement and must be refunded by the employee to AURA.

c. Reimbursement Process

Employees must complete and submit an expense report to get reimbursement for travel expenses. Employees shall submit the expense report to the Corporate Office Business Manager who verifies and approves the expense report.

Employee expense reports will be held until charges from the corporate credit card corresponding to the trip time can be verified to ensure that all any per diem charges on the corporate credit card are accounted for on the employee's expense report.

It is the employee's responsibility to inform CAS when all charges corresponding to the trip are complete and when the Travel Request (TR) is ready to be closed.

d. Calculating Per Diem

The government per diem rates can be found at [www.gsa.gov](http://www.gsa.gov). Receipts for personal meals are not required. Each expense report must include the number of days of travel and the per diem rate for the destination of travel. On travel days you are eligible for 75% of the per diem. For meetings where all meals are provided, you may not report any per diem. For meetings where one or two meals are provided the per diem must be pro-rated by the corresponding amount of the meal breakdown noted on the government's per diem site.

Dietary considerations requiring separate meals are an exception to this rule.

If a business related meal expense involves multiple parties an itemized receipt is required. This receipt must identify the individuals who attended the meal and ensure that any charges for alcoholic beverages are clearly identified so that they may be properly accounted for as an unallowable expense to AURA. An itemized receipt should identify your portion of the meal. That portion must be charged against the per diem. If an itemized bill was not provided, the entire meal must be paid with unencumbered (unallowable) funds.