

Travel Policy

- 1. Purpose:** Manage Fermilab's official travel compliance with the requirements of the prime contract between Fermi Research Alliance, LLC. (FRA) and the Department of Energy (DOE) as supplemented by the Laboratory's travel procedures and the Federal Travel Regulations (FTR).
- 2. Scope:** This policy establishes requirements for Fermi Research Alliance, LLC (FRA) employees, Fermilab users, and visitors/guests traveling on official Fermilab business.
- 3. Applicability:** All (FRA) employees, Fermilab users, and visitors/guests on official travel on behalf of Fermilab are responsible for complying with the information and direction provided in the [Fermilab Travel Policy](#).
- 4. Effective Date and Date Reviewed/Updated:** March 2015, update October 1, 2020.
- 5. Policy:**

All travelers are expected to be prudent and exercise good judgment when incurring travel costs. All expenses submitted for reimbursement must comply with this policy. This policy does not address travel for non-Fermilab related business.

Pre-trip approval: Prior to commencement of official travel, regardless of funding source, a travel authorization (TA) must be fully completed and pre-approved by the designated approvers. Approver authority details are available under [Authorization to travel](#).

[Criteria for approval](#)

Lodging, meals and incidentals are reimbursed in accordance with the Federal Travel Regulations (FTR). A lower per diem may be authorized.

Hotel Lodging Expense Reimbursement may not exceed the maximum rate established by the FTR for all areas of the United States and abroad. When the average lodging rates are expected to exceed rates determined by the FTR, management approval is required before costs are incurred.

Foreign Travel:

All (FRA) employees, Fermilab users, and visitors/guests on official foreign travel for Fermilab must be entered in the DOE Foreign Travel Management System (FTMS) regardless of the funding source (<https://ftms.doe.gov/>). Travelers must receive country clearance, as required from the U.S. Embassy in the country to be visited before travel begins.

Travel to a DOE designated non-sensitive country must be approved in FTMS by the Directorate. Travel to a DOE designated sensitive country or countries of high risk require additional approvals from the Office of the Chief Research Officer (OCRO) and must be approved in FTMS by the OCRO on behalf of the Directorate.

Timely reconciliation of travel expenses: All official travel expenses incurred using Fermilab funds or using a Fermilab U.S. Bank travel card must be submitted via the Fermilab Travel System within 30 days of trip return date, except in extenuating circumstances.

6. Definitions:

Official travel is defined as temporary duty away from the employee’s official duty station approved by designated laboratory approvers.

Local, Domestic, and Foreign Travel

Local travel is travel necessary to conduct official Laboratory business and is performed by the most direct route within and adjacent to an employee’s official worksite/duty station or appropriate alternative worksite. Typically, local travel is of one-day duration or less and can be conducted within 50 miles of the Laboratory or primary work site. It does not involve air transportation or lodging. Local travel reimbursable costs include expenses for mileage, tolls, and public transportation.

Domestic travel is that which is (1) within the United States and its possessions, (2) travel from a foreign country to the United States, or (3) travel within a foreign country, originating in that same foreign country. Domestic travel costs include transportation costs (air, etc.), lodging, meals and incidental expenses (M&IE), and other appropriate travel costs, the details of which are outlined in the policy.

Foreign travel is that which is from the United States to a foreign country (including Canada and Mexico) and return, or travel between foreign countries. Foreign travel costs include transportation costs (air, etc.), lodging, M&IE and other appropriate travel costs, the details of which are outlined in the policy.

7. Responsibilities:

The following examples of the roles and minimum responsibilities expected of the traveler and approvers are provided as guidance to ensure accountability in the travel approval workflow process.	
Roles	Responsibilities
Traveler	Comply with Fermilab Travel Policy Obtain pre-approval of trip using the Fermilab Travel System Ensure both Funding Officer and Division / Section/Project Head approval of travel Verify that all travel arrangements are confirmed prior to departure Document the business purpose or justification for each expense Ensure reimbursement is prepared and submitted with appropriate receipts in a timely manner. Submit expense vouchers within 30 days of trip return date
Funding Approver	Read the Criteria for Travel Approval document before approving funds. Agree that the estimated total expense is reasonable and complete given his/her knowledge of the nature of the trip. Certify the appropriateness, validity and funding of the travel expense.

Division/Section/Project Head	Read the Criteria for Travel Approval document before approving trip request. Ensure that the travel is valid, appropriate, and policy compliant. Certify the validity of Fermilab business need, as evidenced by his/her approval.
Travel Preparer An individual other than the traveler who prepares travel documents on behalf of a traveler and assists with reporting travel expenses.	Understand travel rules and regulations and provide guidance to traveler. Prepare and/or ensure sufficient supporting documentation is provided for reimbursement of expenses.
Travel office staff	Review for appropriate levels of approval. Ensure accuracy and completeness of travel requests. Review backup documentation for overall auditability with emphasis being placed on compliance and completeness.
Accounts Payable & General Disbursements Staff	Review travel expenses and identify any policy violations of the Laboratory's policy and procedures. Review for appropriate approvals. Review receipts and supporting documentation for overall completeness and adequacy.

8. Authorities

- Prime Contract No. DE-AC02-07-CH11359 (Clauses H.4, I.84, I-86)
- DEAR 952.247-70
- DEAR 952.251-70
- DEAR 970-3102-05-46
- FAR 31.201-2
- FAR 31.201-3
- FAR 31.201-4
- FAR 31.205.46
- 41 CFR 300-3.1
- 41 CFR 301-11.1
- 48 CFR 31.205-46
- 48 CFR 301-11.1

9. Owner

The Chief Financial Officer is the owner of this policy.

10. Review Cycle

This policy shall be reviewed annually.

11. Communication Plan

The requirements of this policy shall be updated in the travel website and periodic training shall be provided to Management System Owners and Division /Section /Project travel preparers.

This policy shall be available online in the Fermilab policy database. The Finance Section is responsible for the communication of this policy.