

ATTACHMENT E

OVR – Contractor and Grantee Travel Reimbursement Guidelines

Contract and Grant recipients are responsible for adhering to Commonwealth travel rules and regulations where applicable. Specifically, [Management Directive 230.10](#) and Manual 230.1, [Commonwealth Travel Procedures](#), outline travel booking and documentation requirements. Reimbursement to the Contractor/Grantee for any travel, lodging, or meals under this Contract/Grant (hereafter called the “Agreement”) shall be at or below state rates. Documentation in support of travel and per diem expenses will be the same as required of state employees. OVR is aware that outside entities do not have access to the booking systems and contract rates negotiated by the Commonwealth with its travel management partners; as such, this document has been created to clarify the rules that must be followed.

1. Subsistence – Will be awarded per current GSA guidelines found at www.gsa.gov.
 - a. If you are traveling overnight on Agreement-related business, you are eligible to be reimbursed for meals, including tax and tips. You will only be reimbursed for actual expenses, and the maximum reimbursement amount must be within the [GSA overnight subsistence allowance](#) for a 24 hour period. If overnight travel takes less than 24 hours, the meal reimbursement is limited up to 12.5% of the maximum daily rate per 3 hour period.
 - b. Non-overnight travelers may be reimbursed for a meal up to \$8 if they are 50 miles or more from their home and headquarters, and work more than 2 hours past their regular shift. Travelers less than 50 miles away may be reimbursed for a meal up to \$8 if they are required to work 2 hours past their regular shift and are given less than 2 hours notice of the requirement.
 - c. If you are provided meals during the course of your travel, you must deduct a corresponding amount from the maximum daily reimbursement rate for each meal provided: 22% for breakfast, 22% for lunch, 56% for dinner.
 - d. Travelers in certain high-cost areas are granted an increased meal allowance. Allowances for these areas follow the [GSA Meals & Incidental Expenses](#) table. The Commonwealth will only reimburse the meal portion of these allowances, not the incidental amounts.
 - e. Tips will be reimbursed for no more than 20% of the cost of the meal.
 - f. Alcohol is not reimbursable and must be redacted from the itemized receipt.
 - g. Reasonable parking costs are acceptable for reimbursement with a receipt as a miscellaneous expense. Valet parking is reimbursable when no other options exist.
 - h. Other incidentals are not generally allowed unless otherwise specified.
 - i. BCPO-3302 Declaration of Missing Receipt Form must be completed when applicable
2. Lodging – Within Pennsylvania, a Preferred Hotel must be chosen if available within a reasonable distance from the trip destination. If a Preferred Hotel is not available within a reasonable distance of the trip destination, or for all out-of-state travel, the hotel selected must have a rate that is equal to or less than the [GSA maximum allowable rate](#) for the area where the hotel is located. The Commonwealth’s preferred list of hotels can be found at [Travel Operations – Hotels](#).
 - a. Most hotels listed on the guide will honor the negotiated rates to Contractors/Grantees.
 - b. If a Preferred Hotel will not honor the rate, look for the best price in your travel area. If over the GSA lodging rate, indicate on receipt: “Best rate for area - Preferred Hotel would not honor rate.”
3. Out of State Travel – Pre-approval by the Governor’s Office is required for all travel that involves an overnight stay, including conferences that occur on an annual basis. Requests should be submitted at

ATTACHMENT E

least eight (8) weeks prior to the date of travel. If approval must be received before registration can be made to attend a conference, the request should be submitted at least eight (8) weeks prior to the registration deadline. Process includes completion of a 279 Form; OVR staff can assist with completion. The 279 Form will first be reviewed and approved by OVR Executive Director; it will then be forwarded to the Governor's Office. Out of State Travel for normal business that occurs on the same day for only mileage reimbursement does not require Governor's Office approval.

- a. Meetings/Conferences
 - i. Purpose of the meeting must be allowable under the terms and conditions of the Agreement.
 - ii. The number of employees permitted to travel to trainings and conferences will be decided on a case by case basis; in most cases, not more than two employees should need to attend a conference/training that is not required for certification or to fulfill requirements of grant monies, federal funding, or any other contractual funding agreements.
 - iii. A meeting/conference agenda must accompany the submission and must be reviewed prior to approval to ensure the purpose of the meeting/conference is in line with the mission of the Agreement.
 - iv. Essential travel must be in compliance with the Gift Ban, Executive Order 2015-01.
 - v. Supporting documentation should be submitted with the STD-189 Form.
4. Ground Travel
 - a. The Ground Travel Worksheet is not required because Agreement recipients cannot obtain pool vehicles or Enterprise contract rates. However, grantees are required to use due diligence to find the most cost effective means of transportation. In most cases, the GSA mileage rate for use of a personal vehicle will be the most cost effective.
5. Air Travel – Policy found at www.travel.state.pa.us under Air travel
 - a. If a savings greater than \$200.00 can be found by altering your flying time by 2 hours in either direction, this should be the option you chose. Verification that this research regarding best value occurred should be submitted with request.
 - b. First class and upgraded or pay-in-advance seat assignments are not reimbursable.
 - c. One (1) checked baggage fee can be reimbursed for each way of travel; additional checked bags will need prior approval from your contract administrator and/or OVR Representative.
6. Final Authority
 - a. The Commonwealth has final authority over determining if a travel expense is justified and reasonable.

Questions not answered by this guidance document can be directed to your OVR Representative