

**To:** CEME Organizers and Participants  
**From:** Alison Oaxaca, Grants Administrator  
**Re:** Travel Reimbursement Regulations  
**Date:** October 2005

CEME conferences are funded by the National Science Foundation. Since the NBER administers these funds, not only must reimbursement requests comply with NBER guidelines, but with all government regulations as well.

Please look over the following, as it outlines the guidelines and regulations for both NBER and NSF:

*Travel by air, rail or automobile*

Travelers will be reimbursed for economy class only. Business or first class airfare is not an allowable expense. For international travel (regardless of origin), U.S. flag carriers must be used when available. The exception to this rule is if the traveler has to wait 6 or more hours to transfer to a U.S. flag carrier while en route. *If a traveler anticipates the need to use a non-U.S. carrier, he or she should contact the NBER for approval prior to purchasing the ticket.*

The use of rental cars may be authorized when other transportation is not available or when their use results in a savings. It is expected that an inexpensive vehicle such as a compact or economy car is used.

Those who choose to use a personal vehicle will be reimbursed for mileage at the current federal rate, plus toll charges and necessary parking fees.

*Meals*

NSF funds will pay for meals that are during the meeting, such as a continental breakfast or reasonable lunch expense. These funds will not cover dinners before, during, or after the meeting itself. NSF funds will not cover any alcohol purchase.

*Lodging*

Hotel charges must be supported by an itemized bill with evidence of payment. It is expected that the traveler will stay at a reasonably priced hotel that does not *exceed the allowable per diem rate for that particular location*. Per diem amounts can be found at: [http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9704&channelId=-15943&oid=16365&contentId=17943&pageTypeId=8203&contentType=GSA\\_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT](http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9704&channelId=-15943&oid=16365&contentId=17943&pageTypeId=8203&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT)

Please note that the NBER must be notified in advance if hotel accommodations exceed the per diem rates.

*Telephone Charges*

Telephone charges, minibar charges, or any other personal charges will not be reimbursed as part of the hotel bill.

CEME participants requesting reimbursement will be given an NBER travel expense report form. This form requires 2 signatures before being returned to the NBER: The signature of the participant, which goes under “traveler’s signature”, and the signature of the organizer of the meeting, which goes under “approval signature”. \*\*The organizer requesting reimbursement only needs 1 signature.

The travel expense report must be accompanied by original receipts, and must be submitted to the NBER within 90 days of the return date. Please note that if they are submitted past the 90 day period, all receipts will be returned to the participant without reimbursement.

# NATIONAL BUREAU OF ECONOMIC RESEARCH, INC.

## TRAVEL EXPENSE REPORT

(Complete all but shaded areas)

Accounts Payable Department  
1050 Massachusetts Avenue  
Cambridge, MA 02138

VENDOR NUMBER	CHECK NUMBER	CHECK DATE						
VENDOR NAME								
ADDRESS								
ADDRESS								
CITY, STATE, ZIP								
CHARGE THE FOLLOWING ACCOUNTS:								
PROJECT NAME	ACCOUNT NUMBER							AMOUNT
	PROGRAM	PROJECT	SUB	YR	SOURCE	PI	OBJECT CODE	
TOTAL								\$
DATE	DESCRIPTION (ITINERARY)	AIR AND RAIL FARE	AUTOMOBILE	LOCAL TRAVEL	MEALS	LODGING	OTHER EXPENSES	SUB-TOTALS
TOTAL								\$
LESS: NBER Credit Card Items		\$						
Travel Advance		\$						
Other (specify) _____		\$						
Balance Due Traveler								\$
Balance Due NBER (attach check)								\$
PURPOSE OF TRIP/EXPLANATION							DEPARTURE DATE	
							RETURN DATE	
TRAVELER'S SIGNATURE	In signing this I certify that these expenses are not being reimbursed by any other organization.						DATE	
APPROVAL SIGNATURE							DATE	

Note: See travel regulations for limitations on expenses and specific requirements for receipts and documentation.

## **1. Travel to Foreign Countries**

### **a. Policy**

(i) Expenses for transportation, lodging, subsistence and related items incurred by project personnel and by outside consultants employed on the project, (see [AAG Chapter V.B.4](#)) who are on travel status on business related to an NSF-supported project are allowable as prescribed in the governing cost principles. The requirements for prior approval detailed in the governing cost principles are waived.

(ii) Support for the foreign travel of an investigator's dependents is allowable only under the conditions identified in [AAG Chapter V.B.4](#).

### **b. Use of U.S.-Flag Air Carriers**

(i) The General Services Administration issued an amendment to the Federal Travel Regulations in the November 13, 1998 edition of the Federal Register (Vol. 63, No. 219). The amendment relates to the use of U.S. Flag air carriers under the provisions of 49 USC §40118, which is commonly referred to as the Fly America Act.

(ii) Any air transportation to, from, between or within a country other than the U.S. of persons or property, the expense of which will be assisted by NSF funding, must be performed by, or under a code-sharing arrangement with, a U.S.-Flag air carrier if service provided by such a carrier is "available" (see Comp. Gen. Decision B-240956, dated September 25, 1991). Tickets (or documentation for electronic tickets) must identify the U.S.-Flag air carrier's designator code and flight number.

(iii) For the purposes of this requirement, U.S.-Flag air carrier service is considered "available" even though:

(a) comparable or a different kind of service can be provided at less cost by a Foreign-Flag air carrier;

(b) Foreign-Flag air carrier service is preferred by or is more convenient for NSF or traveler; or

(c) service by a Foreign-Flag air carrier can be paid for in excess foreign currency.

(iv) The following rules apply unless their application would result in the first or last leg of travel from or to the U.S. being performed by a Foreign-Flag air carrier:

(a) a U.S.-Flag air carrier shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route;

(b) if a U.S.-Flag air carrier does not serve an origin or interchange point, a Foreign-Flag air carrier shall be used only to the nearest interchange point on a usually traveled route to connect with a U.S.-Flag air carrier; or

(c) if a U.S.-Flag air carrier involuntarily reroutes the traveler via a Foreign-Flag carrier, the Foreign-Flag air carrier may be used notwithstanding the availability of alternative U.S.-Flag air carrier service.

### **c. Use of Foreign-Flag Air Carriers**

(i) Travel To and From the U.S. Use of a Foreign-Flag air carrier is permissible if the airport abroad is:

(a) the traveler's origin or destination airport, and use of U.S.-Flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a Foreign-Flag carrier; or

(b) an interchange point, and use of U.S.-Flag air carrier service would increase the number of aircraft changes the traveler must make outside of the U.S. by 2 or more, would require the traveler to wait four hours or more to make connections at that point, or would extend the time in a travel status by at least six hours more than travel by a Foreign-Flag air carrier.

(ii) Travel Between Points Outside the U.S. Use of a Foreign-Flag air carrier is permissible if travel by a:

(a) Foreign-Flag air carrier would eliminate two or more aircraft changes en route;

(b) U.S.-Flag air carrier would extend the time in a travel status by at least four hours more than travel by a Foreign-Flag air carrier and the travel is not part of the trip to or from the U.S.; or

(c) U.S.-Flag air carrier would require a connecting time of four hours or more at an overseas interchange point.

(iii) Short Distance Travel. For all short distance travel, regardless of origin and destination, use of a Foreign-Flag air carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by a Foreign-Flag air carrier is three hours or less and service by a U.S.-Flag air carrier would double the travel time.

## **2. Charter Flights**

Because of the risk of catastrophic loss, NSF does not encourage the use of charter flights as a means of mass transportation for groups of scientists and engineers nor does it make arrangements for purchase of charter flight airline tickets.

(3) You are a courier or control officer accompanying controlled pouches or packages.

(d) When required because of agency mission.

**Note to §301-10.123:** You may upgrade to first-class at your personal expense, including through redemption of frequent flyer benefits.

**§301-10.124 When may I use business-class airline accommodations?**

Only when your agency specifically authorizes/approves your use of such accommodations, for the reasons given under paragraphs (a) through (i) of this section.

(a) Regularly scheduled flights between origin/destination points (including connecting points) provide only first-class and business-class accommodations and you certify such on your voucher; or

(b) No space is available in coach-class accommodations in time to accomplish the mission, which is urgent and cannot be postponed; or

(c) When use of business-class accommodations is necessary to accommodate your disability or other special need. Disability must be substantiated in writing by a competent medical authority. Special need must be substantiated in writing according to your agency's procedures. If you are authorized under §301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use business-class accommodations if you require the attendant's services en route; or

(d) Security purposes or exceptional circumstances as determined by your agency make the use of business-class accommodations essential to the successful performance of the agency's mission; or

(e) Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards; or

(f) The use results in an overall cost savings to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations; or

(g) Your transportation costs are paid in full through agency acceptance of payment from a non-federal source in accordance with Chapter 304 of this title; or

(h) Where the origin and/or destination are OCONUS, and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours. (In this instance you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site.); or

(i) When required because of agency mission.

**Note to §301-10.124:** You may upgrade to business-class at your personal expense, including through redemption of frequent flyer benefits.

**Use of United States Flag Air Carriers**

**§301-10.131 What does United States mean?**

For purposes of the use of United States flag air carriers, "United States" means the 50 states, the District of Columbia, and the territories and possessions of the United States (49 U.S.C. 40102).

**§301-10.132 Who is required to use a U.S. flag air carrier?**

Anyone whose air travel is financed by U.S. Government funds, except as provided in §§301-10.135, 301-10.136, and 301-10.137.

**§301-10.133 What is a U.S. flag air carrier?**

An air carrier which holds a certificate under 49 U.S.C. 41102 but does not include a foreign air carrier operating under a permit.

**§301-10.134 What is U.S. flag air carrier service?**

U.S. flag air carrier service is service provided on an air carrier which holds a certificate under 49 U.S.C. 41102 and which service is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

**§301-10.135 When must I travel using U.S. flag air carrier service?**

You are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use U.S. flag air carrier service for all air travel funded by the U.S. Government, except as provided in §§301-10.136 and 301-10.137 or when one of the following exceptions applies:

(a) Use of a foreign air carrier is determined to be a matter of necessity in accordance with §301-10.138; or

(b) The transportation is provided under a bilateral or multilateral air transportation agreement to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act; or

(c) You are an officer or employee of the Department of State, United States Information Agency, United States International Development Cooperation Agency, or the Arms Control Disarmament Agency, and your travel is paid with funds appropriated to one of these agencies, and your travel is between two places outside the United States; or

(d) No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on

## **TRAVEL REIMBURSEMENT POLICY & PROCEDURES**

(Effective March 1, 1996)

### **POLICY**

**The National Bureau will reimburse persons traveling on its behalf for necessary and reasonable expenses consistent with Bureau guidelines.**

### **PROCEDURES**

- 1. Travel must be authorized in advance by the principal investigator or person who has authority to initiate expenditures.**
- 2. The accounting department will make a timely reimbursement for travel expenses on receipt of a properly prepared travel expense report signed by the traveler and approved by the person who authorized the travel.**
- 3. The cost of travel by air, rail, or automobile shall not exceed economy air fare rates except in unusual circumstances, subject to prior approval by an authorized person.**
- 4. U.S. – flag carriers must be used for foreign travel when they are available. One exception to this rule is a case where a traveler, while en route, has to wait 6 hours or more to transfer to a U.S. – flag carrier to proceed to the intended destination.**
- 5. Expenses for transportation by personally owned automobiles are reimbursable at the current government established mileage rate, plus toll charges and necessary parking fees.**
- 6. The use of rental cars may be authorized when other transportation is not available or when their use results in a savings. An inexpensive type of rental vehicle such as a compact or economy car is expected to be used.**
- 7. Meals bought for others in connection with National Bureau business should be documented with names and business affiliations of the guests and the purpose of the meeting.**
- 8. Unusual circumstances or expenses should also be explained in a note attached to the travel expense report.**
- 9. All individual expense items in excess of \$25 must be supported by original receipts. Charges for airline travel have to be supported by the passenger coupon portion of the ticket. Hotel charges must be supported by an itemized bill with evidence of payment. Original documentation is requested in all cases. Expenses not properly documented will not be reimbursed.**
- 10. All travel expenses must be submitted for reimbursement within 90 days of the return date.**