



## Corporate Policies and Procedures

Subject: Travel Policy	Effective Date: February 2019
Responsibility: Human Resources	Revision date: December 2018

**Overview:** KRA appreciates the efforts of employees who travel on KRA business. Employees should be comfortable while traveling, understand KRA's travel policy and procedures, and obtain reimbursement promptly. At the same time, it is necessary to keep trip costs within reasonable limits and follow consistent reimbursement procedures.

**Purpose:** The purpose of KRA's Travel Policy is to provide specific guidance and direction to KRA employees that engage in business travels.

**Policy:** The Travel Policy applies to travel away from home, as well as other necessary and essential travel and business expense reimbursements.

In accordance with 2 CFR 200.474, KRA permits travel for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official company business. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided that the method used is applied to the entire trip and not to selected days of the trip. The current per diem rates are available at: [www.gsa.gov](http://www.gsa.gov)

**Procedure:** KRA will reimburse only those expenses incurred in connection with KRA business and which are appropriately documented by the employee. All supporting documentation must be kept on file and submitted when requesting reimbursement. Mileage for employee-owned cars, rental cars, airfare, lodging, meals, and other travel expenses may be paid for employees who travel as part of their job.

Documentation of the purpose and cost of travel must be maintained such as agenda, meeting invitation, etc. that outlines the purpose of the trip.

Employees that are issued a purchasing card (American Express) are required to submit receipts for all purchases and may not claim Meals and Incidental Expense (M&IE) per diem rates, if the purchasing card is used to pay for M&IE travel costs.

Assuming a reasonable level of comfort and convenience for the employee, every effort should be made to keep KRA expenses to a minimum. Employees should use standard accommodations in reasonably priced hotels, taking advantage of discounts.

**Approval:** All business travel must be requested and approved through the Department Manager prior to confirming any travel arrangements that obligates KRA and must be in accordance with the policy and procedures outlined in this document. The Department Manager is the Project Director for the contract or the Unit Manager for Headquarter Departments (HQ).

The Employee Expense Form must be approved by the employee's immediate supervisor and authorized by the Department Manager. The Department Manager may utilize AvidXchange to provide such approval. The Chief Operating Officer (COO) and the Chief Executive Officer (CEO) have authority to approve their own travel.

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KRA reserves the right to continually evaluate, amend, modify, or terminate any policy at any time. This policy is in effect on the date of publication and supersedes any previously released policy. Individual sites/contracts may have more restrictive policies. This policy does not alter the at-will status of any employee. Use or disclosure of this information is restricted; contact Human Resources for additional information.

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The sections below provide directions regarding the following travel categories:

**Transportation Costs:**

- **Mileage Reimbursement.** Mileage for a privately-owned vehicle to and from meetings while on company-related business is allowed at the approved business rate per mile, set by the Internal Revenue Services (IRS) <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

Local travel expenses between the employee's home and assigned work location are not reimbursable. If an employee is required to travel from home directly to a third location on company business, the company will reimburse the employee for the difference between the mileage the employee normally drives to their assigned work location and the total miles driven for business.

**Required Documentation:** Purpose of the trip, mileage record from starting and ending location, and mileage record for normal commute to assigned work location, if applicable.

When using a private vehicle for company purposes, the employee assumes liability for the vehicle. All employees who desire to use their personal vehicles for company business must have a current driver's license and vehicle liability insurance in at least the minimum amounts required by State law. Otherwise, the vehicle is not authorized for company use. Proof of the required automobile insurance must be filed with KRA's Human Resources Department.

In accordance with KRA's Use of Vehicles Policy and Procedure, the use of personal vehicles to transport program participants is prohibited, unless specifically required per contractual terms for the benefit of KRA clients.

- **Air Travel**—Cost of air travel by the most direct route. "Air coach" or "air tourist" accommodations on propeller or jet aircraft are the normal classes of air travel used.

**Required Documentation:** At least three (3) quotes from different carriers, purpose of the trip (agenda), flight itinerary, and airfare receipt.

- **Rail Travel\***—Cost of rail travel by most direct route, "standard" or "economy" berth or nearest equivalent.

**Required Documentation:** Purpose of the trip (agenda), travel itinerary, and rail receipt.

- **Motor Vehicle Travel\***—Travel by motor vehicles, including rented automobiles, will be reimbursed on a reasonable, actual expense basis plus any toll, fuel, rental insurance or ferry charges.

**Required Documentation:** Purpose of the trip (agenda), car rental quotes (at least three), car rental receipt, and other receipts associated with the motor vehicle transportation travel.

\*Rail and Motor Vehicle travel may not be approved if the cost exceeds what could have been paid in airfare. Exceptions will be made for employees, who qualify under the American with Disabilities Act, and cannot travel by Air.

**Lodging and Subsistence:** Costs incurred by employees for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable. The GSA per diem rate for lodging is used as a standard to determine reasonableness of costs. The maximum GSA lodging amount is exclusive of room tax and other taxes. Room tax is reimbursed as an "out-of-pocket" expense over and above

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the maximum authorized lodging amount. Employees are expected to seek lodging within the maximum GSA rates. There may be instances where the employee may exceed the GSA maximum. Consideration is given to proximity of venue/meeting location, accessibility, safety, number of employees sharing a unit/room, host hotel for workshop, etc.

The following procedures apply when the per diem maximum rate for lodging is exceeded:

- Employees are authorized to secure booking if the hotel is hosting the authorized event (conference, seminar, workshop, symposium, etc.)
- Employees are authorized to secure booking when sharing a unit with other employees and the total combined costs does not exceed the GSA rate for the number of employees that are sharing the unit.
- Employee must contact at least three (3) hotels that are within a reasonable distance of the event. Submit a record of the rate (with tax) quoted by each hotel and obtain approval from the Department Manager prior to securing the booking.
- Employees may secure booking at a hotel that exceeds the GSA rate due to safety or accessibility concerns. The employee must obtain prior approval from the Department Manager prior to securing the booking.

**Required Documentation:** Purpose of the trip (agenda), and hotel folio.

#### **Meals and Incidentals:**

- **Out-of-town Meals**— Costs incurred by employees for travel, including costs of meals must be considered reasonable and otherwise allowable. The GSA per diem rate for meals and incidentals is used as a standard to determine reasonableness of costs. Employees must adjust first and last day of travel per GSA, only 75% of the Meals & Incidental Expenses (M&IE) should be claimed. If the employee is not responsible for purchasing a particular meal, e.g., because the meal is supplied as part of a conference registration fee, or another person pays for the meal, the claimed M&IE should be adjusted, accordingly. The GSA website explains how to determine the different components of the M&IE rate.

**Required Documentation:** Purpose of the trip (agenda), and applicable GSA printout for rates. Detailed receipt must be submitted if the corporate purchasing card is used to purchase the meals.

- **Meeting Meals**—The cost of food and beverages will not be considered an allowable cost unless the cost serves a program purpose. Other than in a setting of a Conference, defined in 2 CFR §200.432, purchasing of meals or refreshments are disallowed with federal funds. The cost of a “working lunch” meeting, with external customers and other colleagues is only considered reasonable and necessary when there is adequate documentation for the necessity of having a meeting during a mealtime instead of normal business hours.

**Required Documentation:** Purpose of the meeting (agenda), attendees sign-in sheet (KRA employees) or a record of attendees (non-KRA employees), and detailed meal receipts (not just the charge card slip).

**Meetings and Conferences:** Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable.

**Required Documentation:** Purpose of the meeting (agenda), registration confirmation, and payment receipt.

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**Non-Reimbursable Costs:**

- Charging costs for meals and refreshments while engaging in day-to-day business are not allowed.
- Costs considered unreasonable and unnecessary (for example: tickets to shows or sports events, auto cleaning/detailing, excessive car rental fees (multiple car rentals for multiple employees going to same out of town location)).
- Foreign travel and first-class airline tickets.
- The cost of alcohol.
- Expenses that are inherently personal in nature such as childcare, clothing, personal recreation or entertainment.
- Travel advances or travel expenses of spouses or others who accompany the employees on KRA business.

**Consultants and Subcontractors:** KRA consultants or subcontractors that engage in KRA business travels are subject to this Travel Policy.

**Other Considerations:**

As a general guideline, it is expected that employees and individuals approving travel request will interpret this policy in a manner that keeps expenses to a minimum and assigns the costs of business related activities appropriately. The primary responsibility for adherence to these policies rests with the Department Manager who are authorizing travel and approving expense reimbursements.

KRA employees, Consultants, or Subcontractors must also be familiar with the travel policy imposed by KRA's clients for travel expenses related to their contracts. If there is any ambiguity between KRA Travel Policy, KRA client's Travel Policy, Local, or Federal regulations, the more stringent policy applies.

Employees should also bear in mind that all travel expenditures are subject to compliance reviews from government agencies and other observers (i.e., auditors, monitors, clients, etc.) and evaluated for their appropriateness (necessary and reasonable) in the context of a regulatory audit, an IRS audit or other similar review of KRA activities.

**Contact:** KRA Human Resources Director: Brigitte Crawford - (301) 562-2306 - [Policy@kra.com](mailto:Policy@kra.com)

**References:**

[2 CFR 200](#) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

KRA Use of Vehicles Corporate Policies and Procedures, June 2011

KRA Corporate Credit Card Use Policy, January 2018

KRA 2019 Employee Expense Report

KRA Employee Handbook