

# **Travel Policy and Procedures for Advisory Committees**



# Travel Requirements

- All travel arrangements are made by the Advisory Council Operations (ACO) Team travel preparer, Regina Wilson. Contact her for all travel questions.
- As a Special Government Employee (SGE) we must make your travel arrangements through our contracted travel agency. This includes transportation and rental car.
- All flights for advisory committee members must be booked with contract carriers only.
- Only coach class is permitted -- no business, premium or first class.
- **All return flights must be made no earlier than 3 hours after the end of the meeting.** Any deviations from this schedule must be approved by the DFO in advance of ticketing.

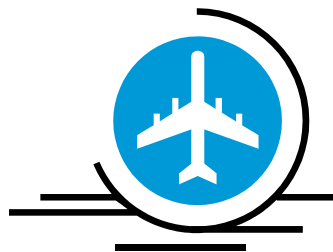
# Travel Profile

## (Before Your Trip)

- You have already filled out a travel profile form with your HR documents. If your information changes please make sure to notify the ACO Team travel preparer.
- The name on your ticket (taken from your profile form), must match the ID you use for traveling.
- Your profile will be maintained in our travel system and updated as necessary by the ACO Team travel preparer.
- Prior to an in-person meeting, the travel form, sent out by the ACO travel preparer, must be completed and returned in order to start the travel authorization process.

# Travel Itinerary Changes

- If you require changes to your itinerary, contact the ACO Team travel preparer by email with the request and explanation. Internally, **the request will be routed through the DFO for approval prior to any changes.**
- The ACO Team travel preparer will notify you of the DFO's decision and any instructions pertaining to your request for changes.
- **You will be responsible for all fees incurred as a result of your requested changes.**



# Reimbursable Expenses

- Taxis/Shuttles
- Taxi tips up to 15% of total fare (must be documented on the receipt)
- Airline baggage fees (for 1 bag)
- Parking at airport or train station
- Tolls
- Lodging (per diem only)
- Public Transit (bus/metrorail) – receipt not required if paid by cash
- Phone calls to residence up to \$5.00/day (must be documented on the hotel receipt)
- Mileage (MapQuest/Google Maps - start & end points)

**IMPORTANT: All reimbursable expenses (except public transportation paid by cash) must be accompanied by an original receipt.**

# Non-Reimbursable Expenses



- Personal cell phone calls
- Purchase of in-room movies or entertainment
- Bellman/maid service (included in your daily M&IE reimbursement)
- Room service
- Dry cleaning



# Travel Expense Form

## (When Your Trip Is Completed)

- To assist you in itemizing your expenses, the ACO Team travel preparer will provide each traveler with a travel expense form. All authorized expenses must be reported on this document and submitted along with all original receipts within **five (5) business days** of travel completion. If claiming mileage between your residence and the airport, include a printed map (MapQuest/Google maps) of the driving directions. **Submitting your receipts and documents on time will speed up your refund process.**
- Please remember that you are responsible for any delinquent credit card charges incurred due to lateness of submitting receipts & travel expense form.



# Reimbursement Vouchers

## (When Your Trip Is Completed)

- The ACO Team travel preparer will prepare your reimbursement voucher and a copy will be emailed to you for verification and signature.
- Scan and email your signed and dated voucher to the ACO Team travel preparer.
- All travel reimbursements are made by direct deposit (no paper checks). The payments will be transmitted into your account via Electronic Funds Transfer (EFT).





# Travel Tips

- If your flight is cancelled, delayed, or missed, please contact OMEGA World Travel at 1-855-326-5411.
- All documentation such as original receipts for lodging and ground transportation are required for reimbursement.
- Receipts must be submitted to your ACO Team travel preparer within **five (5) business days** of travel completion.
- If you have any additional questions or concerns, please feel free to contact the ACO Team travel preparer.

# Travel Contact Information

For further questions or clarification concerning your travel, contact the Advisory Council Operations Team travel preparer:



- **Regina Wilson at 301-594-4133 or [RWilson2@hrsa.gov](mailto:RWilson2@hrsa.gov)**
- Address: Regina Wilson  
BHW/ACO Team  
5600 Fishers Lane, Room 11W45C  
Rockville, MD 20857

**Thank you for adhering to these  
travel rules and regulations. We  
wish you a safe trip and see you  
soon.**

