



Export-Import Bank of the U.S. Travel Policy

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Approved:	[REDACTED]		
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Title:	Senior Vice President, Resource Management	Review:	4 Jan. 12

1 POLICY

1.1 Purpose

This document prescribes the policy, responsibilities, and procedures for requesting and approving employee, Board member, and invitational travel for those who travel on official government business for the Export-Import Bank of the U.S. (the "Bank").

1.2 Background

In 2004, a set of policies and procedures to implement statutory requirements for travel by Federal civilian employees and others authorized to travel at Government expense, was implemented within the regulation entitled, "The Federal Travel Regulation" (FTR), and contained in [41 Code of Federal Regulations \(CFR\), Chapters 300 through 304](#).

1.3 Policy Statement

It is the policy of the Export-Import Bank of the United States to ensure efficient travel by employees under the requirements described in the Federal Travel Regulation (FTR), which stipulates that travel is undertaken using a method of transportation that is most advantageous to the government with cost and mission factors as considerations, including:

- 1.3.1 Use common carriers such as airline, train, and local transit system whenever practical;
- 1.3.2 Reduce travel by using telephone, video-conferencing, and web-conferencing;
- 1.3.3 Coordinate travel itineraries by combining functions, locations, and transportation;
- 1.3.4 Arrange lodging at hotels/motel that have government rates within per diem, and
- 1.3.5 Arrange travel with the minimum number of travelers to meet the mission.

1.4 Federal Travel Regulations (FTR)

The FTR requires specific authorization or prior approval for any of the following:

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- 1.4.1 Use of other than coach-class service on common carrier transportation;
 - 1.4.2 Use of a foreign air carrier;
 - 1.4.3 Use of reduced fares for group or charter arrangements;
 - 1.4.4 Use of cash to pay for common carrier transportation;
 - 1.4.5 Use of extra-fare train service;
 - 1.4.6 Travel by ship;
 - 1.4.7 Use of a rental car;
 - 1.4.8 Use of a Government aircraft;
 - 1.4.9 Payment of a reduced per diem rate;
 - 1.4.10 Payment of actual expense;
 - 1.4.11 Travel expenses related to threatened law enforcement/investigative employees and members of their families;
 - 1.4.12 Travel expenses related to travel to a foreign area;
 - 1.4.13 Acceptance of payment from a non-Federal source for travel expenses;
 - 1.4.14 Travel expenses related to attendance at a conference, and
 - 1.4.15 Payment of the full M&IE allowance, because of medical or religious reasons, even though meals are furnished by the Government either directly or through a registration fee or other payment for a conference or other event.
- 1.5 Circumstances in which premium class travel may be authorized:
- The 14 hour rule** ([FTR §301-10.125](#)) where,
- 1.5.1 The origin and/or destination is Outside of the Continental United States (OCONUS), and the scheduled flight time, from take-off to landing, including layovers on a single flight time, from take-off to landing, exceeds 14-hours;
 - 1.5.2 The scheduled flight time, including non-overnight stopovers and change of planes, is in excess of 14 hours. "Scheduled flight time" is the flight time between the originating departure point, and the ultimate arrival point, including non-overnight time spent at airports during plane changes. Scheduled overnight time does not include time spent at the originating or ultimate arrival airports;
 - 1.5.3 Reporting for duty the following day or sooner is required. A "duty day" is a normally scheduled Monday through Friday workday. Exceptions to this must be approved by the SVP of Resource Management;
 - 1.5.4 Presidentially-Appointed Senate confirmed (PAS) employees are considered to be "on duty" at all times, and are exempt from the duty-day requirements;
 - 1.5.5 For a multi-segment itinerary, premium travel is authorized

only for the specific segments that are longer than 14 hours, and not for any other segments on the trip, and

- 1.5.6 If premium travel is authorized based on the 14-hour rule, the employee is not eligible for a rest stop en route or a rest period upon arrival at the duty site.

Flights less than 14-hours ([FTR §301-10.123](#)), where

- 1.5.7 Coach-class accommodations are not reasonably available. "Reasonably available" means available on an airline that is scheduled to leave within 24 hours of your proposed departure time, or scheduled to arrive within 24 hours of your proposed arrival time;
- 1.5.8 It is necessary to accommodate a medical disability or other special need;
- 1.5.9 Regularly scheduled flights between origin/destination points (including connecting points) provide only other than coach-class accommodations;
- 1.5.10 Exceptional security circumstances require premium accommodations. These circumstances include, but are not limited to, when coach class would endanger life or Government property, if a courier or control officer accompanies controlled pouches or packages, or an agent on protective detail accompanies an individual authorized to use first-class accommodations;
- 1.5.11 Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards;
- 1.5.12 Premium class results in an overall cost savings to the government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach class accommodations;
- 1.5.13 The employee is able to obtain the accommodations as an upgrade through the redemption of government-owned frequent traveler benefits, or at personal expense;
- 1.5.14 The employee's transportation costs are paid in full by a non-federal source in connection with travel to a conference, seminar, or similar event, or
- 1.5.15 Space is not available in coach-class accommodations in time to accomplish the mission, which is urgent and cannot be postponed.
- 1.6 **"Fly America Act,"** [49 U.S.C. 40118](#), requires employees to use U.S. flag air carrier service for all air travel funded by the U.S. Government, except when one of the following exceptions applies:
- 1.6.1 It would increase the number of aircraft changes you must make outside of the U.S. by 2 or more; or extend your travel time by at least 6 hours; or require a connecting time of 4 hours or more at an overseas interchange point;

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- 1.6.2 If a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, and it extends or delays your travel time by 24 hours or more.
 - 1.6.3 Use of a foreign air carrier if determined to be a matter of necessity. Necessity includes, but is not limited to, transportation of persons in need of medical treatment;
 - 1.6.4 No U.S. flag air carrier provides service on a particular leg of the route;
 - 1.6.5 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, or
 - 1.6.6 When a ticket cannot be purchased in the authorized class of service on a U.S. flag carrier, and a seat is available in the authorized class of service on a foreign carrier.
- 1.7 **“Actual Expense,”** is payment of actual expenses up to 300 percent (rounded to the next higher dollar) of the applicable maximum per diem rate. Actual expense reimbursement is warranted under the following conditions:
- 1.7.1 Lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference, or training session is held, or
 - 1.7.2 Costs have escalated because of special events (sporting events, conventions, natural disasters); lodging and meal expenses within prescribed allowances cannot be obtained nearby, and costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging.
- 1.8 **Attending or arranging a conference** must follow the conditions set forth in [FTR §301-74](#):
- 1.8.1 Minimize all conference costs, including conference attendees’ travel and time;
 - 1.8.2 Maximize use of Government-owned or Government-provided conference facilities;
 - 1.8.3 Identify opportunities to reduce costs in selecting a conference location, facility, and time for the conference (off-season if applicable);
 - 1.8.4 Keep records on alternative conference sites for conferences with 30 or more attendees;
 - 1.8.5 Use an approved conference facility at public conference locations (e.g., hotels) that are listed on the U.S. Fire Administration’s list of fire-safe, lodging facilities, and
 - 1.8.6 Reduce the overall cost of conference attendance by limiting the representation to the minimum number of attendees necessary to accomplish the agency mission as determined by a senior official.

- 1.9 **Relocation travel** is applicable when authorized, for:
- 1.9.1 New appointees to any permanent position, when stated in the vacancy announcement under which the employee was appointed;
 - 1.9.2 Federal employees who transfer from one federal agency position to a Bank position;
 - 1.9.3 Permanent Bank employees who transfer to or from Bank headquarters or a regional office;
 - 1.9.4 Non-career appointees as authorized by the Chairman, or
 - 1.9.5 Temporary duty assignments.
- 1.10 **Travel accommodations for employees with disabilities and/or special needs** is governed by the process and procedures outlined in [FTR §301-70.400](#), and in the [Rehabilitation Act of 1973, as amended, 29 U.S.C. 701-797\(b\) and 5 U.S.C. 3102](#).
- 1.10.1 An employee with a special need should be treated the same as an employee with a disability. Please see the Bank's ["Disability Compliance and Reasonable Accommodation Handbook"](#) for more information.

2 AUTHORITY

- 2.1 Authority for this policy is set forth under:
- 2.1.1 [The Travel and Transportation Reform Act \(TTRA\) of 1998 \(Public Law 105-264\)](#) reduces federal travel costs and streamlines federal travel processes.
 - 2.1.2 [5 U.S.C. § 2105](#) defines an "employee" means a civil service employee or a person engaged in the performance of a Federal function under authority of law or an Executive act.
 - 2.1.3 [5 U.S.C. § 4110-4111](#) allows for reimbursement of expenses associated with attendance at meetings or training seminars.
 - 2.1.4 [5 U.S.C. § 5701-5761](#) Travel, transportation and subsistence
 - 2.1.5 [31 U.S.C. § 1353](#) describes the conditions under which an agency may accept payment from non-Federal sources for travel and related expenses for attendance by an employee at any meeting or similar function relating to the official duties of the employee.
 - 2.1.6 [31 U.S.C. 1535](#) (The Economy Act) provides general authority for agencies to obtain goods and services from other government agencies.
 - 2.1.7 [12 CFR §412.3-412.13](#) applies to the acceptance of payments from a non-Federal source for travel, subsistence, and related expenses at any meeting or similar event.
 - 2.1.8 Federal Travel Regulation, [41 CFR § 300-304](#) implements statutory requirements and Executive branch policies for travel by federal civilian employees and authorized to travel at Government expense.
 - 2.1.9 [Section 1116 of the National Defense Authorization Act of 2002](#) authorizes Federal employees to retain for personal use

promotional items, including frequent flyer miles, earned on official travel.

2.1.10 [49 U.S.C. Subtitle VII, Part A, Chapter 401](#), encourages federal employees to choose US air carriers when flying on official business.

2.1.11 [Section 116 of the National Defense Authorization Act of 2002](#) authorizes federal employees to retain for personal use promotional items, including frequent flyer miles, earned on official travel.

2.2 **Review Cycle** for this policy is January 4 of each year.

2.3 **Review History**

Date	Changes
9/2011	<ul style="list-style-type: none"> • Format changes per policy template

3 DEFINITIONS

3.1 **Actual Expense:** Payment of authorized actual expenses incurred, up to the limit prescribed by Bank, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.

3.2 **Approving Official (AO):** Supervisor that has knowledge of the travel required for the mission and work of the division, and has been given delegated authority to approve reimbursement for expenses incurred during official travel. The AO has “first line” responsibility for ensuring that all expenses and use of the travel card comply with statutes, regulations, and policies.

3.3 **Common Carrier:** A private-sector supplier of air, rail or bus transportation.

3.4 **Conferences:** Meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under [5 CFR § 410-404](#).

3.5 **Conference Lodging Allowance (CLA):** A pre-determined maximum allowance of up to 25 percent greater than the applicable locality lodging portion of the per diem rate.

3.6 **Continental United States (CONUS)**—The 48 contiguous States and the District of Columbia.

3.7 **Disability:** As defined in [29 U.S.C. § 701-797b](#), a disability includes any employee having, or having a record of, a physical or mental impairment that substantially limits one or more major life activities, not including individuals who are regarded as having an impairment resulting from illegal drug use.

3.8 **e-Country Clearance:** A Department of State web-based clearance form for visiting one or more countries.

3.9 **Employees:** Title V civil service employees or persons engaged in the performance of a Federal function under authority of law or an Executive act.

- 3.10 **FAS Travel (FAS-t):** The Bank's electronic travel approval system.
- 3.11 **Federal Travel Regulations (FTR):** The FTR is the regulation that implements statutory requirements and Executive Branch policies for travel by Federal civilian employees and others authorized to travel at Government expense.
- 3.12 **Foreign Air Carrier:** An air carrier who is not holding a certificate issued by the United States under [49 U.S.C. § 41102](#).
- 3.13 **Incidental Expenses:** Include fees and tips given to baggage carriers, bellhops, and hotel staff; taxi or bus fare from lodging to meals; and cost of mailing government charge card payments.
- 3.14 **Invitational Travel:** Authorized travel of individuals either not employed or employed intermittently in the Government service as consultants or experts.
- 3.15 **Lodging:** Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate.
- 3.16 **Meals:** Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
- 3.17 **Official Travel:** Travel under an official travel authorization from an employee's official station or other authorized point of departure to a temporary duty location and return from a temporary duty location, between two temporary duty locations, or relocation at the direction of a Federal agency.
- 3.18 **Per Diem:** A daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. Also referred to as subsistence allowance.
- 3.19 **Premium Travel:** Service that is above the basic class of accommodation offered by airlines or trains; it is normally the lowest fare offered regardless of terminology used.
- 3.20 **Reasonable Accommodation:** Modifications or an adjustment to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position. Please see the Bank's "Disability Compliance and Reasonable Accommodation Handbook" for more information.
- 3.21 **Special needs:** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the weight or height of the traveler.
- 3.22 **Sponsor Travel:** Travel that is paid in full by a non-federal source in connection with travel to a conference, seminar, or similar event.

4 SCOPE AND APPLICATION

- 4.1 This Policy applies to all Board and Advisory Committee members, and employees who travel on official business for the Bank.
- 4.2 This Policy applies to all official travel for the Bank, regardless of

mode of transportation, distance, or duration.

- 4.3 This Policy does not apply to use of the Government Travel Card. Refer to the Bank's ["Policy for Assignment and Use of Travel Cards."](#)

5 RESPONSIBILITY

- 5.1 The Chairman of the Export-Import Bank, Senior Vice Presidents, and Vice Presidents have the ultimate responsibility and oversight for implementing laws and regulations covering employee travel, and for management of the travel budget, as determined by the Chief Financial Officer (CFO), and for authorizing and approving official travel that is necessary for carrying out the Bank's mission.
- 5.2 The Chairman has delegated authority to approval all divisional travel to divisional Senior Vice Presidents (SVPs).
- 5.3 The Chief Operating Officer (COO) is responsible for reviewing monthly reports provided by the Office of Chief Financial Officer (OCFO), and for monitoring trends in division spending. Any requests for travel in excess of the allocated budgets will be approved by the COO. The COO, and the SVP, Resource Management are responsible for approving travel for SVPs, Board members, and Advisory Committee members.
- 5.4 The OCFO is responsible for approving all non-administrative travel expenses prior to travel, and for providing a monthly report on each division's travel expenditures to the COO.
- 5.5 The Director of Administration, Office of Administration and Security (OAS), or his/her designee, is responsible for evaluating Bank-wide policies, plans, and procedures related to employee travel, for maintaining liaisons with government agencies on matters related to employee travel management, and for reviewing premium travel requests prior to review by divisional SVPs and the Office of General Counsel (OGC).
- 5.6 Regional Directors may approve regional travel that is under 12 hours for staff assigned to their offices.
- 5.7 The OGC is responsible for reviewing and approving all premium class (other than coach class), and sponsored travel.
- 5.8 Supervisors and Approving Officials (AO) are responsible for the initial approval of all official travel, and for ensuring that all travel is planned and booked in the most economical and effective manner.
- 5.9 The Office of Travel Services is responsible for assisting in all aspects of travel for the Bank.
- 5.10 All employees are responsible for:
- Ensuring that their travel has been properly authorized;
 - Keeping informed about the FTR and the Bank's travel policies;
 - Contacting the Office of Travel Services for specific requirements pertaining to travel;
 - Minimizing cost of official travel;
 - Using the Government Travel Card for all official travel expenses (except airline costs) unless specifically exempt from mandatory use;

- Keeping all receipts for expenses totaling more than \$75, and keeping all lodging receipts, regardless of cost, and
- Arranging travel as soon as possible after it is authorized in order to secure accommodations or desired schedules, and to obtain the lowest available class of service fares for transportation.

6 PROCEDURES

- 6.1 Prior to any official travel, all travelers and persons responsible for preparing travel requests shall review the guidelines and regulations as presented in [Attachment A-1: Guidelines for Domestic and International Travel](#).
- 6.2 All travelers must complete the online FAS-t "Travel Order Request." No travel tickets or accommodations will be purchased until the FAS-t form is completed and approved, and an authorization number is issued by the Travel Office.
- 6.2.1 Travelers must use the Bank's designated travel agency to arrange tickets, lodging, and rental cars;
- 6.2.2 Travel order requests with supporting documentation should be submitted to the Travel Office at least **ten calendar days** prior to intended travel, and
- 6.2.3 The Travel Office fills in estimated travel costs, verifies budget codes, verifies availability of budget funds approved through the CFO, and submits completed forms to the divisional SVP for final approval.
- 6.3 Authorization for premium class travel must be approved by the appropriate Senior Vice President (SVP) and cannot be re-delegated. Once the travel order and travel itinerary have been approved and forwarded to the travel agency, changes to either can only be approved by the Office of Administration and Security (OAS).
- 6.3.1 All premium travel authorizations must be submitted to the Office of General Counsel (OGC) for review at least five calendar days prior to travel, and
- 6.3.2 Even if premium accommodations are permitted under applicable regulations, it is always a matter of management discretion whether to authorize it.
- 6.4 For travel necessitating an exemption from per diem expenses, written justifications should be completed in advance and be sufficiently specific to demonstrate that the additional expense is appropriate under the travel policy.
- 6.4.1 Requests for actual expenses when lodging is procured at a prearranged place;
- 6.4.2 Costs have escalated because of special events and nearby less expensive lodgings cannot be obtained;
- 6.4.3 If the Embassy has recommended lodging for security purposes;
- 6.4.4 If the exemption is for a reason not listed, attach a cover memo justifying the request with an estimate of cost, and an approval signature from your supervisor, and

- 6.4.5 Submit the FAS-t form to the Director of Administration, OAS, as far in advance of travel as possible. Requests should not be submitted less than 48 hours prior to travel.
- 6.5 Invitational Travel is for persons who are not Bank employees such as Advisory Committee members. Travel procedures for these persons are the same as those normally followed for employees in connection with official travel.
- 6.5.1 The appropriate office arranging the invitational travel must prepare the travel order using FAS-t, and coordinate travel services through the Bank's travel agency. Such travel services include transportation, lodging, car rental or other services normally provided to Bank employees. In addition, the office should provide appropriate forms and assistance to the invitational traveler to claim reimbursement and authorized expenses.
- 6.6 Group VPs and Office Heads may approve pre-employment interview expenses. Group VPs and Office Heads must ensure that sufficient travel funds are available in their office travel budgets to pay these costs. The selecting office is responsible for paying pre-employment travel expenses. If travel funds are not available, the Group VP or Office Head may consult with the Director, Human Resources (HR) on the availability of HR travel funds.
- 6.6.1 The FAS-t form should be used for the request;
- 6.6.2 Allowable costs for pre-employment interviews are transportation, per diem, and miscellaneous expenses. The office arranging for the pre-employment interview must provide the interviewee with an approved travel order for airline tickets and lodging reservations, and information on the Bank's official travel agency;
- 6.6.3 Common carrier (e.g. airlines) transportation expenses are billed to to the Bank's corporate account. For all other expenses the interviewee pays out-of-pocket, prepares a travel voucher to claim reimbursement, and then submits the voucher to the appropriate group Vice President or Office Head for approval, and
- 6.6.4 Travel advances, expenses for personal preference or convenience, or excess costs (e.g. circuitous routes, delays, or luxury accommodations), cannot be provided or reimbursed to persons for pre-employment interviews.
- 6.7 In accordance with the Bank memorandum, "New Financing Account Travel Policy" for Asset Management Travel,
- 6.7.1 Using the FAS-t form, all travelers for the Bank are required to classify their Asset Management Travel into one of the following designations: travel for obligors in default; travel related to the ongoing monitoring of obligors, or sponsor travel.
- 6.7.2 The following will be classified as Administrative Account:
- Monitoring: Collateral safeguard and delinquency

- prevention;
 - Conference travel;
 - Sponsor travel: Only amounts remaining after the sponsor is prepaid of billed need to be classified, and
 - Dual-purpose trips: Should be classified by the primary purpose of the trip with travel costs billed to the primary purpose, and other expenses allocated by the time spent on each activity.
- 6.7.3 Check the appropriate box in the FAS-t "Funding Category" subfield. For example:
- Expenses charged to a sponsor are classified as "Sponsor";
 - Travel to perform an ongoing obligor monitoring trip is, "Admin", and
 - Staff traveling to participate in an obligor restructuring should check "Non-Admin."
 - In addition, "Non-Admin" travel charged to the Financing Account will require the approval of either the CFO, or the VP treasurer, or the VP Controller.
- 6.8 Contractor travel requirements are outlined in each contractor's employment contract.
- 6.9 The Bank's charter authorizes the Bank to accept funds paid or reimbursed, or payment-in-kind, from a Non-Federal Entity (NFE), for staff travel to attend a conference, meeting, or event directly related to its mission.
- 6.9.1 After receipt of an invitation from a non-federal source to attend a meeting or similar event, the Bank or the employee may inform the non-federal source of this authority;
- 6.9.2 A Bank employee may not solicit payment for travel related expenses from a non-federal source;
- 6.9.3 The divisional SVP and an appropriate Bank ethics official must both give approval before the employee may confirm attendance. Sponsorship can be requested on the FAS-t prior to travel.
- 6.10 Relocation expenses may be approved after a new appointee or employee signs a 12-month service agreement. These expenses may include any travel including per diem; mileage, if a privately owned vehicle is used in travel; moving and/or temporary storage of household goods, and other travel allowances provided [FTR § 302, Relocation Allowances](#).
- 6.11 Employees undergoing a permanent change of duty station within the Bank must use the official Government Travel Card for en-route travel and house-hunting trip expenses, and
- 6.12 Periodically, employees may be directed to perform domestic or overseas assignments that qualify for Temporary Duty (TDY) travel

allowances.

- 6.12.1 Allowable expenses may be paid directly by the Bank to the employee or paid directly to a vendor (e.g., an apartment for temporary long-term lodging expenses);
 - 6.12.2 Travel orders for such temporary duty overseas will include references to terms and conditions of interagency agreements or Memoranda of Understanding (MOU) applicable to the employee, and
 - 6.12.3 When claiming reimbursement expenses, employees must submit to their Group Vice President, Office Head, or designated official at least once every 14 calendar days, a voucher for reimbursement of expenses while the employee is on TDY.
- 6.13 Travel accommodations for qualified employees with disabilities and/or special needs who require upgraded business-class or first-class airline accommodations to perform the essential functions of their job, are entitled to such reasonable accommodation unless it would impose an undue hardship on the Bank, or endanger the health and safety of another employee or others. Please see the Bank's ["Disability Compliance and Reasonable Accommodation Handbook"](#) for complete information and definitions.
- 6.14 Rental cars must be obtained through the Bank's travel agent, unless the travel is Outside of the Continental United States (OCONUS), and no agreement is in place for the Temporary Duty (TDY) location, or unless an emergency precludes use of the Bank's travel agent (and is authorized by the divisional SVP, office head, or designated official).
- 6.14.1 Expenses for the rental of luxury rental vehicles, such as limousines and town cars, will not be reimbursed, nor will the expenses associated with it;
 - 6.14.2 Rental vehicles available under agreement with the government includes full coverage insurance for damages resulting from an accident while performing official travel;
 - 6.14.3 Any person who is not a government employee (contractor, family member, friend, or others) may not be a passenger in the vehicle without prior approval from the Office of General Counsel (OGC), and additional coverage is purchased;
 - 6.14.4 Any deductible amount paid by you may be reimbursed directly to you or directly to the rental agency if the damage occurred while you were performing official business;
 - 6.14.5 Reimbursement will be made for a collision damage waiver or theft insurance when traveling outside the continental United States (OCONUS) into foreign countries, when such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in

- an accident; and
- 6.14.6 Employees are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes.
- 6.15 Within **five business days** after travel is completed, travelers must request reimbursement using [the form Request for Reimbursement of Actual Expenses: EXB-2011-1](#), and following the steps described in the Bank's internal travel voucher guidelines.
 - 6.15.1 All travelers must maintain itemized records of meals and incidental expenses (M&IE), keep receipts for amounts more than \$75, and be able to document use of ATM withdrawals obtained with their travel card as outlined in [Attachment A-2: Travel Expense Guidelines](#).
 - 6.15.2 Reimbursement claims for lost, stolen, cancelled, or unused travel services, such as passenger space and lodging, is contingent upon circumstances or reasons that are beyond the traveler's control. All adjustments must be promptly reported to the Travel Office.

Attachments

Travel Guidelines and Requirements

[A-1: Guidelines for Domestic and International Travel](#)

[A-2: Travel Expense Guidelines](#)

[Form: Request for Reimbursement of Actual Expenses](#)