



WCGS Travel Policy and Procedures

GENERAL

The Company's travel policy governs all travel by its employees, consultants and others seeking direct reimbursement for travel claims. All travel is subject to U.S. Government travel regulations and by such related provisions contained in the Company's government contracts. Accordingly, company policy will be subject to those restraints. Exceptions to any provision of this policy can be made only by the company's CEO or COO and must be accompanied by the required supporting documentation. All travel must be approved in advance by the appropriate Government customer representative.

AIR TRAVEL

The Company will reimburse for the lowest available coach fare without regard to airline (safety concerns excepted), which is practical in regard to the arrival and departure requirements of the trip. Requests for reimbursement must be accompanied by an actual receipt (the itinerary is not considered an acceptable receipt). A receipt for an electronic ticket should be obtained when checking in for a flight. Canceled tickets must be returned to the airline or travel agent for a refund. Should an employee fail to make the scheduled travel, the unused/canceled tickets must be returned to the company to be used on a future trip by that employee. When traveling by air, an employee will be reimbursed for the cost to get to and from the airport, either for the cost of mileage, parking and tolls or taxi fare.

GROUND TRANSPORTATION

Ground transportation includes the following 1) car rental and gas, 2) taxi, 3) personal mileage, 4) parking, 5) tolls. The Company will reimburse for a compact rental car when the cost would be lower than using taxis to reach the required destinations. Employees should always return rental cars full of gas. In the exceptional case in which this is not possible, and an extra charge is incurred, gas will be reimbursed up to the current Joint Travel Regulation rate. Employees should exercise care when checking in at a car rental agency to ensure that miscellaneous charges will not be added to the cost of the car. In particular, employees driving less than 75 miles must refill and provide a receipt to the rental company to avoid the short mileage flat fee.

LODGING

Employees must make every effort to get the approved Government rate. Lodging will be reimbursed up to the applicable lodging per diem for the destination city plus taxes. The applicable per diem rate can be found at www.gsa.gov/travel-resources. Two exceptions may be made 1) if the employee is required by the customer to stay at a certain hotel and no per diem rate is available for that hotel or 2) if there is no hotel in the area which accepts this rate. These instances must be adequately documented and approved by your program manager in advance of travel. Exceptions will not be reimbursed without this approval. It is the responsibility of each employee, in the event of a no-show, to ensure that room reservations are canceled in time to avoid room guarantee charges. Should charges incur due to lack of timely cancellation, they will be the responsibility of the employee and no reimbursements will be made by 9Line.

MEALS AND INCIDENTAL EXPENSES (M&IE)

M&IE will be reimbursed at the applicable rate for one's destination. These rates can be found at www.gsa.gov/travel-resources. Seventy-five percent (75%) of the daily rate will be reimbursed for the day of departure from an employee's home and for the day of return. If a trip includes multiple destinations, the daily rate for each day will be based on the employee's overnight location on that day. Baggage handling tips, baggage carrier's cost, laundry, and dry cleaning are all considered incidental expenses and are therefore included in the daily per diem rate. However, laundry charges can be expensed separately as a miscellaneous expense if the employee has incurred seven consecutive nights lodging. If a meal is provided to an employee on travel (for example if lunch was provided at a conference), the M&IE rate is reduced for that day. M&IE rate reductions for meals provided are as follows; 20% if breakfast is provided, 30% if lunch is provided, and 50% if dinner is provided.

MILEAGE

When an employee uses his or her own car (POV) to conduct company business, mileage will be reimbursed at the current rate as determined by the IRS, starting from the employee's home or office, whichever is the point of departure. This rate is subject to change based on directives issued by the IRS. Use of POV instead of air travel must be approved in advance. The company will reimburse mileage actually driven, not to exceed the costs of round-trip airline tickets. When submitting your travel request to use POV, please include three quotes from various airlines, for the same trip. The average of the three quotes will be used as the determining threshold for reimbursement.

LOCAL MILEAGE

Local mileage is considered travel by POV that does not require overnight stay. Pre-Authorization is required when traveling outside a 50-mile radius.

BUSINESS MEALS/ENTERTAINMENT/MEALS WITH SMS

All business meals and entertainment must be approved in advance. When seeking reimbursement for the expense of a business meal or entertainment, supporting documentation must be provided. Please include the name(s) of the person(s) entertained, location, date, and business purpose. In no event will cost of alcohol be reimbursed. A detailed (itemized) receipt must be provided with the expense report.

PERSONAL PORTIONS OF TRAVEL OR TRAVEL ACCOMMODATIONS NOT WITHIN COMPANY POLICY

In the event that a trip includes personal travel, the cost of such travel is not reimbursable by the company. Should an employee desire to use accommodations not covered by company reimbursement (such as a first-class airline ticket), the excess cost is not reimbursable by the company. In either instance, the employee needs to provide proof of what the cost would be without the personal travel or excess accommodation cost. For example, assume that an employee, traveling on company business, added a side trip that was made by air. The employee would provide proof of what the airfare cost would be without the additional leg and this cost would be the amount to be reimbursed. A separate expense report should be filed for each trip.

Rules of Travel

- All travel MUST be pre-approved via Pre-Travel Authorization Request.
- When choosing airfare, price compare at least 3 carriers. Choose the lowest price. Do not price compare the smaller airlines such as Spirit, Frontier, Air Transat, etc.
- When booking Lodging check GSA website (www.gsa.gov/travel-resources) for base rate. If a room for this rate is unattainable get pre-approval from Project Manager before booking.
- If traveling more than 400 miles by POV and prefer to drive rather than fly, you must request pre-approval and complete the 9Line Constructed Travel Cost Authorization including your signature and supporting documentation. If total actual miles driven is higher than average price of flying, the reimbursement will only go up to price of flying. Mileage reimbursement is based on lesser amount.
- Keep all receipts.
- Tips are NOT a reimbursable cost since they are considered as included in the M&IE.
- Local Mileage- Any travel under 50 miles round trip, should be listed on one expense report. All travel that exceeds 50 miles per trip, should be listed on a second expense report.
- Travelers are strongly advised to review cancellation policies before making rental vehicle reservations. Cancellation fees and penalties charged by these companies are not reimbursable expenses.

Include in Expense Report Packet

- Expense Report form
- Airfare receipt- Must be the true receipt which reflects dates traveled, destinations to and from, paid amount, and verification of payment showing the last 4 numbers of credit card used.
- Constructed Travel Cost Authorization- IF pre-approved for travel by POV this MUST be completed including your signature and supporting documentation.
- Lodging receipt- Must be itemized by day showing daily room rate separate from taxes, other fees, amount paid, and payment verification showing last 4 numbers of credit card used.
- Ground transportation receipts- Receipts from Taxi service, Uber, Lyft, etc. Must show the amount paid and payment verification.
- Mileage- Provide a map from Google Maps or MapQuest showing trip from Home to Airport/or Destination. Must show the mileage on map.
- Misc.- Provide receipts from airline baggage, toll roads, parking, conference fees, etc.
- Lost Receipt form- IF misplaced receipt or no receipt available this form MUST be attached.

Travel Flow Requirements

- Pre-Travel Authorization Request Submitted for Approval. (Submit as far in advance as possible).
- Pre-Travel Authorization Approved (include in travel expense packet).
- Complete 9Line Constructed Travel Cost Authorization, if applicable, with signature (include in travel expense packet with supporting documentation).
- Travel (keep all receipts for submission with travel expense packet).
- Complete travel expense report including your signature.
- Submit travel expense report with receipts to Alina Turner (alina.turner@9linellc.com) within 3 business days of return (HQ may request early submission of expense report when traveling near month's end).

- Reimbursements will be included in the following payroll.

Pre-Travel Authorization Request Instructions

- Name of Traveler:
 - o Your Name
- Travel Dates:
 - o Start date through last date of anticipated travel
- Destination:
 - o Where you are traveling to
 - o If multiple locations include all locations to be visited
- Background:
 - o Provide situational context to set the stage for why you are traveling to each particular location. Include issue/ discussion as necessary
- Objectives:
 - o Provide your defined vision on what you expect to accomplish.
 - o Include specific tasks you seek to execute or determined personnel you will meet and why
 - o Obtain stated issue resolution of information germane to RSM/family member CRP
- Agenda:
 - o Break down of business to be conducted each day
- Estimated total cost:
 - o Transportation- Break down estimated cost of airfare, taxi, Uber
 - o Lodging- Total estimated cost of lodging
 - o Rental Vehicle- Estimated cost of rental
 - o M&IE- Use GSA to calculate each day's per diem.
 - First and last day of travel are 75% of full day per diem
 - o Misc.- Estimate any cost for baggage claims, airport parking, hotel parking, tolls, etc.
 - o Estimated total trip cost- Add all cost and enter
- Submit to PM for approval with cc to Alina Turner
 - o PM will submit to COR for approval

Expense Report Instructions

- Date Column:
 - Always start with the departure date
 - Make sure each day has its own row
- Airfare:
 - Please list the date of departure in the date column and place the amount to be reimbursed into the Airfare column
- Lodging:
 - Breakout each day separately
 - Include taxes and fees
 - Base rate must be under per diem allowed amount for that city
- Ground Transport:
 - Rental cars, Taxi/UBER/LYFT, Train, bus fare
- M&IE:
 - First and Last dates of travel are at 75% of full per diem rate for the city you're in
 - List each day separately
 - Rates can be found at: <https://www.gsa.gov/portal/content/104877>
 - If a meal is provided (breakfast at hotel, lunch during conference, etc.) please subtract that portion out of your daily claim. Breakdown of these meals can be found at: <https://gsa.gov/portal/content/101518>
- Phone/Internet:
 - This is generally only needed if you get wi-fi service in your hotel room
- Bus. Meals/Entertain.:
 - This column is generally not used
- Mileage:
 - \$.67/mile (effective January 1, 2024)
 - Please be sure to include a Google Maps/MapQuest to confirm # of miles driven
 - Place dollar amount to be reimbursed in the column (not the number of miles)
 - When claiming mileage reimbursement do NOT claim gas expense as the mileage reimbursement already covers the fuel costs.
- Misc.
 - Baggage fee, airport parking, hotel parking, tolls, conference fees, etc.

**9Line, LLC
Expense Report**

Name	Alina Turner
Today's Date	7/14/2022

Control #: _____

Purpose of Trip *(Please list SM or RSM LAST names)*

Travel Destination	Travel Duration
MacDill Air Force Base in Tampa, FL	7/1/22 - 7/4/22

Expenses										
#	Date	A	B	C	D	E	F	G	J	Totals
		Airfare	Lodging	Ground Transport	M&IE	Phone/Internet	Bus. Meals/Entertain	Mileage	Misc.	
1	7/1	\$ 300.00	\$ 100.00	\$ 20.00	\$ 51.75				\$ 30.00	\$ 501.75
2	7/2		\$ 100.00		\$ 69.00					\$ 169.00
3	7/3		\$ 100.00		\$ 69.00				\$ 25.00	\$ 194.00
4	7/4			\$ 420.00	\$ 51.75				\$ 30.00	\$ 501.75
5										\$ -
6										\$ -
7										\$ -
8										\$ -
9										\$ -
10										\$ -
Totals:		300.00	300.00	440.00	241.50	0.00	0.00	0.00	85.00	\$ 1,366.50
									Totals:	\$ 1,366.50

Explanation

#	Description by Line Item
A1	Flight to and from Tampa, FL
B1-B3	Lodging for 3 nights
C1	Uber from home to airport
C4	Final charge for rental vehicle (\$400) + Uber from airport to home (\$20)
D1,D4	M&IE at 75% for first and last day of travel in Tampa, FL
D2,D3	Full M&IE in Tampa, FL
J1,J4	Baggage fees
J3	Fuel for rental vehicle

X

Submitter Signature

X

Approver Signature

- Orange fields indicate areas to be filled in by traveler.