



The **ODLE** Way:
Opportunities for Growth
Dedicated to Those We Serve
Loyalty to a High Performing Workforce
Excellence in All We Do

TRAVEL EXPENSE POLICY

Odle Management's travel policy must be justified and necessary to accomplish Government requirements; program objectives; and meeting the needs of applicants, students and graduates. Travel policies will be in harmony with federal government travel regulations. Fiscal responsibility will be practiced at all times during travel. Receipts are required for all expenditures except for meals which will be covered by the Federal per diem policy which is outlined below. ***For further clarification please see your HR Manager or F&A Manager.***

The Corporate Travel Coordinator is to make travel arrangements for center, field or corporate traveler, unless otherwise arranged (i.e. Centers who have their own credit cards will be authorized to make travel arrangements, abiding by all cost containment CONUS rates and Odle Management Corporate policies).

MILEAGE

When an employee uses their personal vehicle for business purposes, mileage will be reimbursed at the rate of \$0.58 cents per mile. Expense reports with mileage expenses only will be reimbursed on a monthly basis. These approved reports should be submitted to the corporate office within five (5) days of the end of the preceding month.

- You are expected to utilize the universal tool Map Quest and not your vehicle's odometer. Map Quest is a useful tool to find the best route to a destination and to calculate mileage. A copy of the Map Quest map must be submitted, as documentation, with the Expense Report to verify mileage.
- We understand that you may get lost or re-routed due to a detour not spelled out in MapQuest or road construction. Because of this, we will provide a margin of error.
- Employees traveling from their home to a location other than their normal place of business will be reimbursed only for mileage in excess of the miles they normally commute to work.

MEALS

While in travel status employees will be eligible for per diem based on the CONUS rates established by GSA for each location of travel. Receipts are not required. CONUS rates may be found on the internet at www.gsa.gov/perdiem. Reimbursement for meal expenses for non-local travel is limited to the following: Departure and Return Travel Day: 75%, Travel Days: 100%. Per diem for the first and last day will be 75% of the M&IE amount or on a per meal basis if travel did not commence before 12:00 noon or if travel ended before 12:00 noon. All tips are included in the Incidental Expense portion of the M&IE per diem amount and will therefore not be separately reimbursed. If your lunch or dinner is provided as a part of



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the conference, seminar or similar function or if breakfast is included with your hotel accommodations, your per diem amount should be reduced by the amount allocated per meal at the bottom of the Travel Expense Form.

LODGING

Same as with the meal rate, the lodging rate is established by General Service Administration (GSA) based on the location of travel. Lodging should be booked at hotels that have rates within the maximum CONUS amount. CONUS rates are before taxes.

Hotel receipts are required to be attached to your expense report. In cases where Odle Management Corporate has pre-paid for room and tax, please try to obtain a print out of the receipt from the hotel to submit with your expense report. Charges for personal items such as movies, room service, fitness center, valet service, etc. will not be reimbursed. One call home on the day of arrival is allowed to a maximum of \$5.00. The telephone charge will be listed separately on the expense report under Other Expense.

AIR TRAVEL

Airline reservations will normally be booked by the Corporate Travel Coordinator. Booking must be made as far in advance as possible in order to obtain the lowest possible fare. Employees are encouraged to submit suggested itineraries to ensure travel arrangements will be compatible with the employees' schedule. Airline selection will be based on the lowest cost while giving consideration for convenience of the employee's schedule. Air travel is limited to economy class. If an airline ticket is purchased by the employee, a copy of the itinerary showing the cost must be included with expense report.

CAR RENTALS

Car rentals will be limited to compact cars unless three or more employees are traveling together or for physical limitations of the employee. Costs and budget factors will be considered when vehicles are booked. The Corporate Travel Coordinator will book vehicles to obtain the Corporate discounts. However, it is the employee who will pay for the rental at time of pick-up and reimbursement will be made back to the employee when submitted as part of the Expense Report. All optional insurance coverage should be declined. It is highly suggested that your car rental confirmation be taken with you to the agency so they will see the Odle Management discounts and fees associated with your rental.

Please use good judgment in choosing refueling options. Return the vehicle with fuel purchased by the traveler rather than returning the vehicle to the rental agency for their refueling.



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Exception: Only if the rental agency offers pricing lower than the rates found at local gas stations. The customer copy of the rental agreement and expense receipt must be submitted for reimbursement.

TOLLS, TAXI CABS AND PARKING

Receipts are required to be reimbursed for tolls, taxis and parking. Airport parking is limited to long-term daily rates and lower priced off-airport parking lots. Taxi cabs may be used if a lower price shuttle service is not available.

TRAVEL ADVANCES

Travel advances will be approved if the estimated employee out of pocket expenses will be over \$200. Travel advance requests are to be submitted on a Travel Advance Request Form giving specific details of the location of travel; purpose of travel; number of days and the amount of per diem needed; and if available, a copy of the airline itinerary; hotel reservations; rental car reservations; and, if the travel purpose is for training, a copy of training agenda.

The Travel Advance Request Form (part of the Travel Authorization Form) must be submitted to the Corporate Accounting Department no later than one week prior to the start of travel.

TRAVEL EXPENSE REPORT - SPECIFIC INSTRUCTIONS

Travel expense reports, other than for just mileage reimbursement, must be submitted to the corporate office within 5 days of completion of travel. Expense reports must first be approved by your Project Director, Center Director or for Corporate Travelers, from the Odle Management President or Vice President. Failure to submit expense reports in a timely manner could result in a deduction of any travel advance from your paycheck. When a Center employee is traveling specifically for the Corporate office and not for specific Center needs, the Travel Expense Report is to be submitted to the Corporate office.

Category	Explanation
Name	
Employee Number	If Available
Departure Time	The time you leave your home or office to begin your travel
Arrival Time	The time you returned to your home or office after travel



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Destination and Purpose of Travel	Location (city(ies) and state(s) and reasons for the business travel; Be specific as possible
Auto Rental Expense	Include the cost of gas purchased for the rental car
Other Expenses	Business phone calls, needed supplies, etc.

Please total each row and column across and down to ensure no computation errors have been made.

No entries are needed in the box 'Voucher No.' or those below it. The account coding will be done by the Finance Department in Odle Management Corporate Headquarters.

Expenses Paid by the Company	If your hotel expense was direct billed or prepaid by the company and you know the amount of the charges, note it in this area of the form. Similarly, if the company paid for your airfare, note it in this area. These numbers are needed for reconciliation purposes. Please also include copies of these bills as supporting documentation.
Employee Advance	Note the amount of any advance that may have been given to you.
Total Due Employee	If the amount of Total Employee Paid Expenses, less any Employee Advance, is greater than zero, note it here. This is the amount that you will be reimbursed for.
Total Due to Odle Management	If the amount of the Employee Advance is greater than the Total Employee Paid Expenses, note the amount here and attach a check made out to Odle Management with the expense report when it is sent to the Corporate Finance Department.



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Employee Signature	Sign and date the form.
Project Director or Center Director	After a thorough review , sign and date the report signifying that everything is correct, and that travel was for authorized contract purposes. The signature of the Project Director or Center Director validates the completion and accuracy of the Travel Expense Report of the employee.

Travel & Expense Policy - Acknowledgement

Odle Management (ODLE) reserves the right to amend, modify or terminate these policies at any time. This document states general information and guidelines about the company’s confidential policies and procedures in effect on the date of publication; we will try to inform you of changes as they occur. These policies and procedures are not all-inclusive; therefore, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to Center Human Resources.

Nothing contained in this document may be construed as creating a promise of future benefits or a binding contract with ODLE for benefits or for any other purposes. Further, ODLE is an “at will” employer and as such employment with ODLE is not a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

I certify that I have received, read, understand and will comply with the ODLE position on the aforementioned policies and procedures.

Print Name

Employee Signature

Date