

Booz Allen Hamilton

Travel and Expense Policy for MBO Contractors

I. TRAVEL REIMBURSEMENT POLICY

Booz Allen will reimburse for authorized expenses incurred for travel required in connection with performing Services in accordance with the Statement of Work. Travel expenses will be reimbursed at cost and in accordance with the [Joint Travel Regulations](#). Travel expenses must be itemized on the supplier's invoice and supported by receipt documentation. Joint Travel Regulations should be leveraged when preparing to travel or preparing invoices requesting travel expense reimbursements. Travel expenses in excess of JTR may be declined. Travel Expenses include costs of transportation, lodging, and incidental travel expenses incurred while performing contracted services in accordance with the Statement of Work.

Cost for transportation may be based on mileage rates or actual costs.

- Auto Rental will be reimbursed at the price of no more than the price of standard non-luxury models;
- Personal auto usage mileage rate will be reimbursed in accordance with Joint Travel Regulations (JTR).
- Airfare will be reimbursed at the lowest reasonable commercial coach airfare available in accordance with
- JTR

Costs for lodging, meals and incidental travel expenses shall be considered to be reasonable and allowable only to the extent that the actual costs incurred do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set forth in Joint Travel Regulations.

- Meals will be reimbursed at reasonable actual cost; Alcohol is **not** allowable for reimbursement
- Lodging will be reimbursed at actual commercial single-occupancy rates in line with JTR

II. ODC REIMBURSEMENT POLICY

Reimbursement will be made for legitimate, pre-authorized expenses only. Good judgment is expected when incurring such expenses.

If you have funding for travel/expenses and you are requesting reimbursement, all receipts for any travel/expense incurred in excess of \$75.00 must be included with your invoice submission.