



Travel Policy & Procedures

It is Kizano's policy to reimburse employees and consultants for the reasonable and allowable cost of official business travel. It may also apply to subcontractors if provided for in your company's subcontract with Kizano.

Reimbursement can only be assured if you follow the procedures provided below.

Prior Approval Is Required

You must have an approved travel request using the travel form KZ-212 before starting travel. The request must be approved in writing by the traveler's supervisor, program manager, and government representative authorized to approve expenditures. Initial approval can be granted via email or other written form. It is your responsibility to get advance approval in writing; you may not get reimbursed if the travel was not authorized.

How Much Can I Get Reimbursed?

Reimbursement for official travel is based on the same payments available to government employees in accordance with the Joint Travel Regulation (JTR) Volume 5 <https://www.defensetravel.dod.mil/site/travelreg.cfm>. Although reimbursement from Kizano is subject to the JTR Per Diem rates, we are not subject to the procedures in the JTR (see JTR V. 5, 5154.31).

For travel in the Continental United States (CONUS), the per diem rates are published by GSA and available online at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

What is Per Diem?

Per diem is a stated amount that reimburses you for certain types of travel costs. The per diem rates are published by GSA and vary by location.

You may be paid per diem for travel that exceeds 12 hours or if an overnight stay is required. There are two types of per diem rates: meals & incidental expenses, and lodging (hotels).

Meals and Incidental Expenses (M&IE)

M&IE is a flat rate per day based on the allowable cost in the city or location where you are traveling. This payment reimburses you for the cost of meals and incidental expenses.

Incidental expenses include the following:

- Fees and tips to porters, baggage carriers, bellhops, hotel maids, flight attendants, and others on ships, and hotel servants in foreign countries. (Special provisions apply for baggage-handling costs for employees with disabilities. JTR Vol. 5)
- Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the TDY site.
- Laundry, cleaning and pressing of clothing (except when travel is within CONUS and requires at least 4 consecutive nights lodging – see note 3 below).

You cannot get reimbursed for these expenses as a separate line item on your travel voucher because the cost is included in your M&IE payment.

You will receive 75% of the published M&IE rate for the first day of travel and the last day of travel for each trip. Receipts are not required for M&IE because you are paid a flat rate regardless of how much you spend. For meals provided on the day of departure and the last day of travel, you must deduct the entire allocated meal cost from the decreased M&IE rate.

Lodging

The cost of lodging is the second type of per diem, and the maximum daily rate is published on the GSA per diem website. Unlike meals & incidentals where you get a flat rate each day, for lodging you are reimbursed the actual cost of the hotel room plus taxes, not to exceed the per diem rate for lodging.

If you are required to pay a room tax to the hotel, the tax is not included in the per diem rate and should be claimed as an additional expense on your expense report; this does not include taxes on room services. Room service is covered by your M&IE per diem and cannot be included in the portion of your hotel bill that is entered on your expense report.

If you select hotel accommodations that are more expensive than the government-approved rate you will have to pay for the excess cost out of your own funds and not be reimbursed. If no hotel accommodations are available at the government per diem rate at the location where you are required to stay, Kizano may approve reimbursement at a higher rate. You must get your supervisor or government COR's authorization prior to beginning the travel.

Receipts are required for lodging expenses.

Other Reimbursable Expenses

In addition to M&IE and lodging, you may be reimbursed for the actual costs of the following expenses:

- Local travel expenses such as bus, taxi, metro, and parking.
- Rental cars (see notes on the next page).

- Lodging taxes (hotel taxes) may be reimbursable on your travel expense report. In some cases, the hotel will not charge tax if you tell them you are traveling on federal government business. If they do charge tax, you should list it on your voucher separately from the cost of the hotel.
- The cost for laundry, dry cleaning, and pressing of clothing is a separately reimbursable expense in addition to per diem when travel is within CONUS and requires at least 4 consecutive nights lodging in CONUS.
- Phone calls – Only business-related calls are reimbursable. A phone call to family to advise them of safe arrival, medical conditions, or change in the itinerary can be deemed official business. When submitting an expense report, you must provide an explanation of any telephone charges claimed for reimbursement.
- Standard airline baggage fees are reimbursable. Fees for **excess baggage** (overweight or too many bags) are **not** reimbursable for your personal luggage, but they are reimbursable for **Kizano or government-owned material**. You should attach a note to the receipt.

Receipts must be provided for all expenses except meals & incidental expenses. If a receipt is lost or otherwise not available, provide a written explanation with your expense voucher.

Government Provided Meals

If the government provides some of your meals while you are in a travel status you must deduct those meals from your travel claim using the amounts in the following chart. Find the appropriate per diem rate along the left-hand column and deduct any meals provided by the government. No deduction is required for coffee and snacks. On any day in which all 3 meals are provided, the traveler receives only the incidental portion of the per diem (See Chart Below).

M&IE Breakdown					
M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses	First & Last Day of Travel (3)
\$55	\$13	\$14	\$23	\$5	\$41.25
\$56	\$13	\$15	\$23	\$5	\$42.00
\$61	\$14	\$16	\$26	\$5	\$45.75
\$66	\$16	\$17	\$28	\$5	\$49.50
\$71	\$17	\$18	\$31	\$5	\$53.25
\$76	\$18	\$19	\$34	\$5	\$57.00

1. This table lists the full daily amount federal employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.
2. The separate amounts for breakfast, lunch, and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.
3. This column lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

The above rates are in effect as of August 2019 but are subject to change. Please check the GSA website for the current rates <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>.

Transportation Costs

Air Travel

It is the government and Kizano's policy that air travel be booked at the "**lowest logical airfare.**"

The lowest logical airfare is the least expensive, reasonable airfare, which meets the following criteria:

- The routing requires no more than one additional stop or change of planes each way.
- The routing does not increase the one-way elapsed time from origin to destination by more than two hours each way.
- The departure/arrival times must be no more than two hours before or after the requested time.
- Unless no other flights are available, you are not required to depart an air terminal before 6:30 am or arrive at a destination after 9 pm.
- The routing does not interfere with the specific business objective of the trip.

You can only be reimbursed for the cost of economy (coach) travel if flying in CONUS. (See notes on International Travel below.)

Travel by Privately Owned Vehicle (POV). If you drive your car on approved official business you will be reimbursed for the travel portion at the rate specified on the GSA travel website: www.gsa.gov/mileage.

Rental Cars

The request for a rental car must be included on your travel request form and approved in advance of the travel. Ground transfers via airport/hotel limousine, bus, or taxi are encouraged when it is more cost-effective than a car rental.

Damage waiver and liability insurance should be purchased as part of the rental car agreement.

You should select a mid-size car if traveling alone or with one additional person. A full-size car is authorized for 3 people. A mini-van or SUV is authorized for 4 or more people, or if you are transporting Kizano or government property that requires extra space.

The cost of gasoline, tolls, and parking are reimbursable on your expense report.

Labor Costs

Local Travel

Local travel is any travel away from the employee's normal place of duty, and the travel does not extend overnight.

Policy:

Employees are compensated for actual hours worked, including travel time that exceeds the employee's normal commuting time or distance.

Example A: An employee drives to their normal work location, meets several co-workers, and they travel 100 miles away; at the end of the day, they return to the regular work location. Compensated work hours would be from the time the employee departs from the regular work location until they return, minus a lunch break. Meal breaks are not compensated unless it is a working meal with an agenda and attendance is required or expected.

Example B: The same scenario as A above except that the employee drives from home direct to the temporary work location and returns home after the work session. The entire period is compensable minus the normal commute time for that employee and minus the mealtime.

Non-Local Travel

Non-local travel is travel that extends overnight. If the travel is within commuting distance, the employee will normally be expected to return home at the end of each day. Specific permission from the government and the Kizano manager/supervisor is required for overnight stays within the normal commuting distance. All locations within the National Capital Region (NCR) are considered local travel for employees working within the NCR.

Policy:

Whenever possible, employees will arrange their travel such that no overtime or compensation time earned (comp time) will occur.

Kizano employees that must unavoidably travel on a Saturday or Sunday will only be compensated for the amount of time actually spent in a travel mode (driving, flying or in a public conveyance) to arrive at the temporary duty location. Upon arrival at the temporary duty station, weekend hours are not compensable unless the employee is required to perform actual work.

For employees who are exempt from the Fair Labor Standards Act (FLSA), no additional payment is provided for travel on a federal holiday.

Upon arrival at the temporary duty station, weekend hours are not compensable.

Workdays at the temporary duty station are limited to 8 hours per day unless the government client specifically requests that the employee work additional hours, or attendance at an evening

meeting is part of the written agenda. Attendance at optional events in the evening is not compensable.

Paid Time versus Compensated Time

Kizano does not require any employee to work uncompensated overtime. Employees subject to the Fair Labor Standards Act (FLSA) must be paid for all hours worked. Employees exempt from the FLSA will be paid for 80 hours per pay period and will be offered compensated time off for any additional hours.

Whenever feasible, an employee must request in writing (usually an email) permission to accrue compensation time. In case the need arises without the opportunity to request permission in advance, the employee will communicate the circumstances to their Kizano Team Leader, Project Manager, or the Kizano HR Manager as soon as feasible.

Compensated time off must be taken within 30 days from when the compensated time was earned. Permission to take comp time off will follow the same process as regular leave but will not be charged as leave.

Employees may contact the Kizano HR Manager, and if necessary, the President of Kizano, if they are denied an opportunity to take compensation time earned.

International Travel

This section applies to all travel outside of the Continental United States (CONUS) including Alaska, Hawaii, U.S. Territories, and foreign countries.

Follow the guidance for domestic (CONUS) travel with the following exceptions:

Per diem rates for foreign countries are established by the State Department and are available online at https://aoprals.state.gov/web920/per_diem.asp.

Per diem rates for U.S. states and territories outside of CONUS (OCONUS) are established by the Department of Defense (DOD). Examples of OCONUS locations include Alaska, Hawaii, Puerto Rico, and Guam. These rates are available online at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

The cost of a passport and visas may be reimbursed on your expense report.

Airline travel to an OCONUS location may be at one-grade above economy (business class or first-class) if the total flight time including layovers is greater than 14 hours AND the employee is required to attend business meetings within 24 hours of arrival at the destination. This provision applies only to flights to an international destination, not to flights returning to CONUS. The preference is to fly economy and arrive at the destination the day before the first day of business and rest before the first day of business. The business meeting must be an actual mission requirement and not one that is created simply to justify the premium class travel. Note

that the COR may disapprove other than economy travel, and such a decision is final. Kizano employees may not use other than economy travel if an approving official has denied the request.

Personal Travel Accommodations

“Personal travel accommodations” is when you incur additional costs for your convenience. Examples of this include staying in a hotel that is above the per diem rate, flying business class or first class, taking a family member along on a business trip, or adding personal days such as vacation days to your business travel.

Any costs that are incurred to accommodate personal convenience must be borne by you and not submitted for reimbursement. When completing your expense report, you should identify the additional costs and subtract them from your expense receipt.

Example 1: If you fly business class, you must determine the cost of the economy fare and only enter the cost of the economy fare on your expense report. You should attach an explanation to the receipt.

Example 2: If you stay at a hotel additional days after your business trip ends you must annotate on the receipt how many days were for business and how many days were for personal convenience; only enter the business portion of the cost on your expense report. You should attach an explanation to the receipt.

Unallowable Expenses

- Entertainment – expenses for entertainment (including government employees), alcoholic beverages, and advertising (unless for the purposes of recruiting) are unallowable and will only be reimbursed when approved in advance by Kizano senior management.
- Exceeding per diem – Travel expenses that exceed the per diem amounts are unallowable unless approved in advance by Kizano senior management.
- Personal travel – Portions of travel for personal convenience will not be reimbursed.

Payment Options

Travel Advances

Travel advances are available only for those employees who do not have a corporate travel card. A travel advance form KZ-212 should be completed for those employees that need money upfront to cover travel expenses. The amount of the travel advance will not exceed 80 percent of the estimated travel cost. The approved travel advance will be paid through the employee’s payroll check. The travel advance request must be received at Kizano headquarters office 9 days before departure. Exceptions to travel advance policies are considered on a case by case basis.

Corporate Charge Card

If you have been given a company charge card, it may only be used for business expenses. You may not use the corporate card for personal expenses even if you plan to repay the expense at the end of the trip.

Completing Your Expense Report

- a) You must complete a Travel Expense Report Form KZ-212 within 5 business days after completing your travel. If the traveler is employed under a subcontract, they may use a modified form (subcontractors travel form) if it includes all of the essential information.
- b) List all reimbursable expenses such as airfare, lodging, and other reimbursable items.
- c) Do not list meals if the travel was overnight and/or greater than 12 hours. You will be paid per diem based on the dates of the travel.
- d) Do not include hotel room service charges on your expense report. Room service is covered by your M&IE per diem.
- e) Items that are charged to a company credit card must be entered. You will not be reimbursed these amounts because Kizano will pay the credit card bill directly.
- f) The M&IE rate for the first and last travel day is 75%. The rate for the first day of travel is based on the location where the travel ends for the day. The rate for the last day of travel is based on the location where your travel began that day. For meals provided on the day of departure and the last day of travel, you must deduct the entire allocated meal cost from the decreased M&IE rate.
- g) Only list the cost of individual meals (Breakfast, Lunch, Dinner) if the trip was less than 12 hours. Meals are not reimbursed for travel less than 12 hours unless written approval is received in advance.

** Please review instructions included with the Travel Expense Report Form KZ-212 before submitting the final copy.