



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-8000

OFFICE OF MULTIFAMILY HOUSING ASSISTANCE RESTRUCTURING

May 4, 2000

MEMORANDUM FOR: PAEs and OMHAR Regional Office Staff

FROM: Kurt Hahn, Director, Budget and Vouchers Division/s/

SUBJECT: Government Contract Expense Reimbursement Travel  
Voucher Guide

In order to assist PAEs in developing a better understanding of the Federal government travel requirements and in completing the Government Contract Expense Travel Voucher Form, the following guidelines are provided:

**General Guidelines:**

1. PAEs that have not received a letter authorizing them to obtain discount rates (lodging, car rentals) in accordance with government agreements should request this letter from Mr. Kurt Hahn, Director of Budget Division, OMHAR Headquarters, (202) 708-0001, extension 3786. **NOTE:** GSA's discounted contract air fare rates are not available to contractors.
2. **PAEs and their representatives must use the most economical mode of travel available.** Travel should be by the most expeditious and economical means of transportation practicable.
  - **Travel convenience alone does not justify the use of higher cost transportation and travel expenses.**
  - When possible, trips should be planned sufficiently in advance so that the most economical prices are available to the traveler.
3. Each traveler must complete a separate travel voucher.
  - Travelers must keep a detailed record of all expenses, except for meals and incidental expenses (M&IEs).
  - Expenses must be itemized for each travel day.
  - Supporting documentation attached to the travel voucher should be in chronological order.
4. If multiple people are traveling together, while each individual must complete a separate travel voucher, reimbursement for everyone's expenses must be requested on the same Form 2.14A or 2.14B. whichever is applicable.
5. If a traveler will be visiting more than one property while on travel status, the traveler must detail daily expenses for the entire trip on one travel voucher.
  - The PAE must attach a separate summary breakdown of expenses as they relate to the individual projects. Typically, this is determined by taking the total costs for the individual travel expenses and dividing by the number of projects visited during the trip.
  - The Forms 2.14A for all of the projects visited in one trip must be submitted at the same time.

⇒ A travel voucher with original signatures and supporting documentation

must accompany the first project invoiced.

- ⇒ A separate copy of the completed voucher, supporting documentation and project expense summary breakdown must be submitted with the other respective invoices along with a reference to the original travel voucher, e.g., sample notation - " Invoice number 999-99999-002 includes travel voucher with original signatures."
- ⇒ Copies of receipts must be legible.

1. A per diem allowance is a daily payment for lodging, M&IEs for authorized travel outside the official duty station or residence.
  - Per diem rates are established for every locality.
  - There is a standard per diem rate for localities within the U.S. that do not have a specific rate.
    - ⇒ FY 1999: \$50 for lodging and \$30 for M&IEs.
    - ⇒ FY 2000: \$55 for lodging and \$30 for M&IEs.
  - The maximum per diem rates are published in the Federal Register and may be accessed at the GSA Web Page (<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>).
2. For those PAEs that are subject to State per diem rates:
  - If State rates are less than Federal rates and are obtainable, reimbursement will be limited to the State rate.
  - In no event will reimbursement exceed the Federal government rate for applicable items (lodging and M&IEs), except in those cases specifically identified below.
8. When a trip will combine personal travel and business travel, the travel voucher must:
  - Include a written notation that clearly identifies the dates and costs associated with the official business portion of the trip versus the personal portion.
  - Request reimbursement and include supporting documentation for only the business travel portion of the trip
    - ⇒ For those bills/receipts that cover both types of costs, the traveler must clearly note on the invoice those costs associated with the business travel.
  - Additional air fare costs incurred due to an extended stay (e.g., departing on a peak travel day) must be borne by the traveler.
9. Costs associated with copying files, buying disposable cameras, and photo processing fees are **not** eligible travel costs. Reimbursement for these costs must be requested under item 6, Use of Other Subcontractors, on Form 2.14A.
10. All corrections must be initialed by the traveler.

**Specific Guidelines for completing the Form:**

1. **Item 1. Name of Traveler** - Self-explanatory.
2. **Item 2. Home Office** - PAE name.
3. **Item 3. SSN** - Not applicable.
4. **Item 4. Contractor Invoice Number** -
  - **Form 2.14A.** PAE voucher number assigned to the specific asset plus a sequential numbering system (starting with 001), which will track the

number of vouchers submitted on a specific asset, i.e., 012-15999-001. (OMHAR's preference is to use the FHA project number, but this is not mandatory.)

- Form 2.14B. PAE voucher number can be used for all non-asset specific vouchers plus a sequential numbering system (starting with 001), which will track the number of non-asset specific vouchers, i.e., 1099-001. (OMHAR's preference is to use the PAE contract number)
  - When multiple projects are visited during one trip, leave this item blank so that after copies are made of the original voucher, the appropriate voucher number can be inserted. Refer to Item 5 under General Guidelines.
5. Item 5. Residence - Self-explanatory. Traveler's full residential address (street address, city and state) must be provided in **all** cases when a privately-owned vehicle is used as the mode of travel **and** reimbursement for mileage from the traveler's residence is being requested.
  6. Item 6. Contractor's Name - PAE subcontracting firm.
  7. Item 7. Contractor Number - PAE contract number.
  8. Item 8. There is no item 8 indicated on the form.
  9. Item 9. Date Expense Incurred - Provide a daily breakdown.
  10. Item 10. Nature of Expense -
    - Provide a brief explanation of each expense.
    - The departure time for the first day of travel and return time for the last day of travel must be specified.
  11. Item 11. Meals and Incidental Expenses - M&IEs include all meals costs and tips for hotel staff.
    - M&IEs are limited to the Federal government per diem rate.
      - ⇒ Per diem is allowed only when the traveler is in travel status for **more** than 12 hours **and** has traveled more than 50 miles from their official duty station.
      - ⇒ If trip is 12 hours or less, the traveler is not eligible for per diem, but is eligible for reimbursement of other travel related expenses such as air fare, mileage for use of privately-owned vehicle, etc.
      - ⇒ For the first and last day of travel, reimbursement is limited to 75 percent of the Federal government rate.
    - Receipts for M&IEs are **not** required.
    - The cost of transportation to obtain meals will only be reimbursed under Item 16, Other, if a supporting explanation demonstrates that dining facilities are not within walking distance of the work site/ and/or place of lodging.
  12. Item 12. Lodging - Cost of lodging is generally limited to the lesser of the actual costs or the Federal rate.
    - Actual costs, exceeding the Federal rate will only be allowed if documentation is submitted which demonstrates that the Federal rate was not obtainable.
      - ⇒ Documentation must list the hotel facilities contacted (minimally, three facilities must be contacted) and the rate quoted.
    - Lodging room tax is reimbursable under Item 16, Other.
    - OAG's hotels at per diem web site (<http://gov.oag.com/gsa/results.asp>)

provides information on facilities that may provide the Federal rate to contractors.

13. **Item 13. Total Per Diem** - Self-explanatory.
14. **Item 14. Air Fare** - Reimbursement will be limited to coach fare. A copy of all tickets **and** boarding passes must accompany the voucher. If an E-ticket is used, a copy of the itinerary (minimally must provide specifics on flight information) **and** all boarding passes are required.
- If travel plans change during the course of the trip, a brief explanation of the reason for the ticket change is required.
    - ⇒ **Travel convenience, alone does not justify the use of higher cost transportation and travel expenses.**
    - ⇒ Additional air fare costs to change tickets for a return flight that leaves earlier must be borne by the traveler.
15. **Item 15. Car Rental/POV Mileage** -
- **Car Rental** - A written justification is needed for a rental car.
    - ⇒ **Compact cars** must be used to the extent reasonable.
    - ⇒ A copy of the rental agreement is required if receipt does not indicate type of car rented, e.g., compact or specific make and model.
    - ⇒ Reimbursement is limited to the cost of the car rental. Cost of gas should be claimed under Item 16, Other. Only those individuals identified as drivers on the rental agreement are eligible for gas reimbursement.
    - ⇒ Excess costs for renting a luxury car will be the responsibility of the traveler.
  - **POV Mileage** - When a traveler uses a privately-owned vehicle, a flat mileage rate will be allowed for the driver of the vehicle regardless of the number of persons in the vehicle.
    - ⇒ FY 2000 - 32.5 cents (after 1/14/00); FY 1999 -31 cents.
    - ⇒ Show number of miles traveled in Item 10, Nature of Expense.
16. **Item 16. Other:**
- Bills/receipts for **other travel** costs (except for train costs) that are \$75 or under are not required to be included with the voucher submitted to OMHAR. **However, the PAE must retain all original bills and receipts (as well as those for other expenses that are \$75 or under). NOTE: This exception for submission of bills and receipts to OMHAR for costs that are \$75 or less only applies to "other" travel costs.**
  - **Telephone Calls. All long-distance calls must be itemized.**
    - ⇒ A brief explanation, which includes the **origin, destination and purpose** of each long-distance call claimed on the travel voucher, must be provided.
    - ⇒ Only business calls related to the Mark-to-Market Program are eligible for reimbursement.
  - **Taxis.** Taxis may be used when no other transportation is reasonably available or a taxi is the least expensive means of transportation (considering duty time lost with slower transportation.)
    - ⇒ Tips may not to exceed 15 percent of the basic fare.
    - ⇒ Consider limiting the taxi ride to/from the point where cheaper transportation is available, e.g., take an airport limousine to the downtown area and a taxi to your destination.
    - ⇒ Refer to item 11 above (M&IEs) for use of taxis to obtain meals.
  - **Trains.** Trains may be used for short distance travel. A copy of the purchase receipt must be submitted.
  - **Airport Parking.** Airport parking expenses may be reimbursed. Travelers must compare the cost of a taxi to and from their residence/office to

the cost of mileage reimbursement and airport parking. Long-term parking airport facilities must be used if travel status is more than one day.

17. **Item 17. Total** - Self-explanatory. Check subtotals/totals both up and down and across.
18. **Item 18. Totals** - Self-explanatory. Check subtotals/totals both up and down and across.
19. **Item 19. Certified Correct** - Must reflect original signature of the traveler and date form is signed by traveler. Refer to Item 5 under General Guidelines.
20. **Item 20. Total Reimbursement** - Self-explanatory.
21. **Item 21. Privacy Act Statement** - Self-explanatory.
22. **Item 22.** There is no Item 22 indicated on the form.
23. **Item 23. Certification** - Must reflect name, title, original signature of authorizing and the date travel voucher is signed. This line **may not** be signed by the traveler.

Any questions regarding this guideline or Federal government travel requirements should be directed to the OMHAR Resource Desk at <http://www.omhar.com>.