



March 6, 2014

Corporate Travel Policy Clarification

As you undoubtedly already know, the new Corporate Travel Policy, FI 8.35.2, **is now in effect**. There have been significant changes made to Amtrak's Corporate Travel Policy in order to reduce company-wide travel expenditures. There have been some very good discussions and questions raised as a result of employees complying with this new policy.

- If any daily meals are provided at no cost to the employee such as in departmental staff meetings, conferences, included in hotel rate, etc., then deduct the cost of those meals as broken down on the Meals and Incidental Expenses (M&IE) section on www.gsa.gov/perdiem. Once deducted, you have the remaining per diem to use for that day as long as the daily maximum is not exceeded.
- If no meals are provided, then the M&IE per diem rates apply for that city and the daily maximum can be applied in any manner as long as the daily maximum is not exceeded.
- Reimbursement for lodging, meals and incidentals will be based on **actual** expenses incurred not to exceed the GSA per diem. Maximum allowable amounts are calculated separately for lodging and for meals and incidentals. The "per diem" maximum for meals and incidentals will be adjusted downward by **25 percent** on the first and last day of travel. Employees and approvers are responsible for this calculation. Rates are different for each destination city and can change monthly. Current rates for a given destination can be found on the GSA website www.gsa.gov/perdiem. The link to the GSA website can also be found on the Travel Authorization eform. A screen print of the relevant rates **MUST** be included with your faxed documentation for the expense report. If the hotel you have booked through the Corporate Travel Agency is above the per diem rate for lodging, please contact the hotel to see if a government rate is available to you. If you cannot obtain the government rate please note this in the comments section of your expense report. If a Corporate Lodging Card is being used, please capture this expense on the Travel Authorization and mark as company paid on your expense report.
- Employees are now required to provide an **itemized** receipt for all expenses, with the exception of some minor categories, instead of the previous \$10.00 threshold.

We hope that you have taken the opportunity to update your travel profiles and ensure that your accounting information is correct. To do this log into eTrax – click on the Search tab – then Catalog then click on to the Worldspan/Trip Manager Punchout Catalog. Click on the Profile tab (fill in) – then click on Custom Fields and fill in your accounting information (cost center, internal order and WBS element (no dots) then click submit.

Please familiarize yourselves with the entire policy and the Frequently Asked Questions (FAQs) which are available for reference at <http://wiki.corp.nrpc/display/Bustravel/Home>. The FAQs on the GSA website also provide some helpful answers.