

List of Instructions

Appalachia HIDTA Travel

If you have been informed by your Appalachia HIDTA (AHIDTA) Task Force Commander, your AHIDTA State Coordinator, or the AHIDTA Training Coordinator that you are approved to attend training, an event, or conference at Appalachia HIDTA's expense, please follow the guidelines outlined below.

This guidance will help you understand the procedures for reimbursement and expenses allowed. Appalachia HIDTA is a federally funded grant program administered by the Office of National Drug Control Policy (ONDCP). Therefore, we utilize the Government Services Administration (GSA) travel regulations. The link to the GSA's website is <http://www.gsa.gov/portal/category/100000>. This guidance does not apply to emergency investigative travel. Investigative travel is reimbursed from funds budgeted for that purpose.

AHIDTA pays for approved travel through a reimbursement process. Therefore, all expenses relating to travel are paid for initially by you or your agency during travel. After travel, you will complete an AHIDTA Travel Voucher. You can obtain this travel voucher from the AHIDTA website, or the AHIDTA Training Coordinator. Please complete the AHIDTA Travel Voucher as soon as the travel is complete. Attach receipts to the travel voucher, scan, and email to the AHIDTA Training Coordinator. You may also mail the travel voucher to **Appalachia HIDTA Training Coordinator, 400 South Main Street, 3rd Floor, London, KY 40741**. However, standard US Mail may delay your reimbursement.

Attached to this guidance you will find an AHIDTA travel voucher that may assist you in the process.

The following is information related to specific categories that may answer some of our most frequently asked questions:

Registration Fee: Most events require a registration fee. Paying the fee in a timely manner is the responsibility of the traveler, or the traveler's agency. Please register and pay the fee as soon as your travel has been approved. Some registration fees increase as you get closer to the event. The registration fee is reimbursable by AHIDTA, but a receipt is required. Please include your registration fee receipt with your travel voucher.

Airfare: If the event requires air travel, you must provide a copy of your airfare receipt. Only coach class is reimbursable, so please exercise caution. First class, coach plus, or coach comfort plus will result in additional cost that is not reimbursable. Upgraded seating at the traveler's expense is allowed, but the additional cost will not be reimbursed. Please attach documentation showing the additional cost for upgraded seating, so that a determination can be made as to the cost difference between coach and coach plus. Please book airfare at least 14 days in advance of your flight, as airfare increases as you get closer to the day of travel; 21 day advance

purchase is preferred. Baggage fees for one checked bag are reimbursable, as long as your receipt is provided.

Lodging: AHIDTA will only reimburse the allowable government rate, plus taxes for each day, as long as your receipt is provided. The government rate for each city can be found on the GSA website at the following link: <http://www.gsa.gov/portal/content/104877>. Use caution, as many hotels and conferences advertise a conference rate, this is frequently different from the government rate. Regardless of the conference rate, only the government rate will be reimbursed. In special circumstances, and with pre-approval of the AHIDTA Training Coordinator, rates other than the government rate may be approved.

Lodging Reservations: The traveler is responsible for securing their own hotel reservations. The hotel reservations should be made as soon as the travel is approved by your AHIDTA Task Force Commander. Many events have a deadline by which hotel reservations must be made in order to receive the government rate. Expenses incurred as a result of late booking will not be reimbursed by AHIDTA.

Per Diem: The per diem rate is the allowable expense for meals. The allowable rate is different for different cities throughout the US. The GSA daily per diem rates can be found at the following link <http://www.gsa.gov/portal/content/101518>. The daily rate is reimbursed regardless of the actual cost of meals. Therefore, meal receipts are **not** required. The traveler is allowed 75% of the “allowable” GSA per diem rate for the first and last day of travel.

Airport parking: Airport parking is an allowable expense, but a receipt is required.

Taxi/UBER/LYFT: These travel methods are normally utilized to and from the hotel and airport. The cost, plus a reasonable gratuity is reimbursable, but will require a receipt.

Rental Cars: Rental cars require pre-approval from the AHIDTA Training Coordinator, and if approved, should be reserved well in advance of travel. Renting a car at the airport upon arrival is substantially more expensive than doing so in advance.

Privately Owned Vehicle (POV) Mileage reimbursement: POV mileage reimbursement is only allowable with pre-approval of the AHIDTA Training Coordinator. The vast majority of AHIDTA travelers are Federal, State or Local Law Enforcement Officers, therefore it is assumed that a government vehicle will be utilized to and from training venue for local events. If POV mileage has been approved you can find the allowable mileage rate at the following GSA link <http://www.gsa.gov/portal/category/26429>.