



## 2024 TRAVEL GUIDELINES FOR SMART CONTRACTORS

Travel for SMART will be reimbursed consistent with the provisions in your contract. When allowable, the following provisions apply.

### I. TRAVEL LESS THAN 24 HOURS

For travel less than 24 hours, SMART will reimburse for mileage, parking, bridge toll and other transportation related expenses. Meals shall only be reimbursed if travel meets the criteria below.

Meal	Travel Criteria	Maximum Amount
Breakfast	If travel begins before 6:00am	Actual up to \$17.00
Lunch	Lunch is not reimbursable	\$0.00
Dinner	If travel ends after 7:00pm	Actual up to \$34.00
Incidentals	Tips for Service, Etc.	Actual up to \$5.00

### II. TRAVEL OVER 24 HOURS

For travel longer than 24 hours, SMART will reimburse the GSA Per Diem rates for lodging, meals, and incidentals. SMART follows the Per Diem rates calculated according to zip code on the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Per Diem amounts are established by the Internal Revenue Service for travel within the Continental United States. Please refer to <https://www.gsa.gov/travel/plan-book/per-diem-rates> for other Per Diem rates nationwide.

**Lodging** can be billed at the Per Diem rate or at the actual rate. SMART can only reimburse actual lodging costs if they are equal to or less than the GSA Per Diem maximums and are accompanied by a receipt. Expenses incurred above the allowable limit will not be reimbursed unless by prior approval of the Contract Manager. Documentation of prior approval must be submitted with the invoice for travel reimbursement.

- If charging the Per Diem rate - no receipts are required. Per Diem costs must be listed in a separate line item on expense reports.
- Please note that lodging rates are not inclusive of taxes.

**Meals** are defined as expenses for breakfast, lunch, dinner and related tips and taxes.

- Alcoholic beverages, entertainment expenses, and any expenses incurred for other persons are not reimbursable and should be excluded from expense reports.
- Per Diem for meals on the first and last day of travel is 75% (regardless of departure time).
- If meal(s) are provided by SMART, the value of that meal cannot be requested for reimbursement under the daily Per Diem rate.



**Incidentals** include personal expenses such as laundry, cleaning, pressing of clothing, and fees and tips for services, such as porters and baggage carriers. It does not include taxicab fares, lodging taxes, or the cost of telephone calls.

**Weekend Lodging** and meals are reimbursable as long as work requirements span to include a non-workday, (e.g., if you work on Friday and again Monday you will be reimbursed for Saturday and Sunday).

**III. TRANSPORTATION**

**Mileage** will be reimbursed at 67 cents per mile for 2024. This rate is updated annually.

- No Per Diem or mileage expenses will be allowed at any location within 50 miles of a contractor’s home or headquarters as determined by the normal commute distance (the most direct route).
- Reimbursement of travel to and from airport, bus, rideshare service or other mode of transportation is allowable with documentation of mileage (map).

**Bridge Tolls** will be reimbursed only when accompanied by a receipt.

**Parking** at the airport is reimbursable as a miscellaneous travel expense, but Contractors are encouraged to use the most economical means of transportation to and from the airport (e.g., airport shuttle). Receipt is required for reimbursement.

**Airfare** all plane tickets purchased should not exceed \$700 for roundtrip travel. If the ticket price exceeds \$700, consultant must receive prior approval from the contract manager. The approval shall be included in the invoice documentation.

- SMART will reimburse the cost of one checked bag or piece of luggage within the weight and size limits dictated by the airline. If the cost of the first checked bag exceeds \$60 or two (2) or more checked bags are necessary, the contractor must receive prior written approval to be attached with the accompanying contractor invoice to qualify for reimbursement.
- SMART will only reimburse the cost of an economy ticket or see the below table for examples of the ticket types authorized for reimbursement. No upgrade fees will qualify for reimbursement unless a seat upgrade is required for medical reasons, which should be documented via prior approval. If you have questions regarding the airfare policy or allowable expenses, please see the end of the document for contact information.

Airlines	Ticket Type
Alaska Airlines	Main
American	Main
Delta	Main
Southwest	Wanna Get Away Plus
United	Economy



- Additional booking fees or items such as fare insurance do not qualify for reimbursement.
- In the event that SMART changes the date of travel after the ticket has been purchased, the fee associated with the change is reimbursable.

**Rental Cars** SMART will only reimburse for a compact/economy rental car. Exceptions may be made if:

1. A larger model is needed because the number of passengers exceeds 2.
2. Prior approval is obtained from your project manager.

Additional rental car insurance does not qualify for reimbursement, nor do any supplementary vehicle features. SMART will reimburse if the contractor receives an upgraded vehicle only if it is documented that the upgrade was at the same rate as the compact/economy car.

**Rideshare** Costs for rideshare services qualify for reimbursement when taken to reach SMART facilities or to travel to or from the airport. Riders may add a tip to the ride, as long as the gratuity does not exceed 20% of the allowable ride costs.

Parking, speeding, or any other type of traffic ticket is not a reimbursable expense.

All other expenses incurred shall be listed on the expense report and accompanied by a receipt.

#### IV. SHIPPING

If shipping costs related to contractor travel are incurred, those charges are reimbursable with documentation that substantiates the cost (e.g. a receipt) AND documentation that outlines what was shipped and why the shipment was necessary as part of the travel.

**If you have any questions, please contact Claire Springer at  
707-285-8259 or [cspringer@sonomamarintrain.org](mailto:cspringer@sonomamarintrain.org)**