Contract and Grant recipients are responsible for adhering to Commonwealth travel rules and regulations where applicable. Specifically, Management Directive 230.10 and Manual 230.1, Commonwealth Travel Procedures, outline travel booking and documentation requirements. Reimbursement to the Contractor/Grantee for any travel, lodging, or meals under this Contract/Grant (hereafter called the “Agreement”) shall be at or below state rates. Documentation in support of travel and per diem expenses will be the same as required of state employees.

DCED is aware that outside entities do not have access to the booking systems and contract rates negotiated by the Commonwealth with its travel management partners; as such, this document has been created to clarify the rules that must be followed.

1. **Subsistence** – Will be awarded per current GSA guidelines found at https://[www.gsa.gov](http://www.gsa.gov).
2. Overnight travelers on Agreement-related business, you are eligible to be reimbursed for meals, including tax and tips. You will only be reimbursed for actual expenses, and the maximum reimbursement amount must be within the GSA overnight subsistence allowance for a 24-hour period. On the traveler’s first and last day in Overnight Travel Status, the subsistence reimbursement is limited to 75% of the maximum Standard M&IE reimbursement rate.
3. Non-overnight travelers may be reimbursed for a meal up to $8 if they are 50 miles or more from their home and headquarters and work more than 2 hours past their regular shift. Travelers less than 50 miles away may be reimbursed for a meal up to $8 if they are required to work 2 hours past their regular shift and are given less than 2 hours notice of the requirement.
4. If you are provided meals during the course of your travel, you must deduct a corresponding meal rate from the maximum daily M&IE reimbursement rate of their subsistence reimbursement claim for each meal provided. Rates for breakfast, lunch, and dinner are available at <https://www.gsa.gov>. Meals classified as continental breakfast do not need to be deducted.
5. Travelers in certain high-cost areas are granted an increased meal allowance. Allowances for these areas follow the GSA Meals & Incidental Expenses table. The Commonwealth will only reimburse the meal portion of these allowances, not the incidental amounts.
6. Tips will be reimbursed for no more than 20% of the cost of the meal.
7. Alcohol is not reimbursable and must be redacted from the itemized receipt.

2. **Lodging** – Within Pennsylvania, a Preferred Hotel must be chosen if available within a reasonable distance from the trip destination. If a Preferred Hotel is not available within a reasonable distance of the trip destination, or for all out-of-state travel, the hotel selected must have a rate that is equal to or less than the GSA maximum allowable rate for the area where the hotel is located. The most current Commonwealth’s preferred list of hotels can be found at [www.travel.pa.gov](http://www.travel.pa.gov) - Preferred Hotel Program.

1. Most hotels listed on the guide will honor the negotiated rates to Contractors/Grantees.
2. If the hotel is higher than the GSA Maximum Allowable Rate justification and approval will need to be obtained from your contract administrator.

3. **Air Travel** –Travelers must book the lowest priced coach airfare that meets their approved itinerary and Commonwealth travel policy. They are expected to use their best judgment to save on airfare cost.

1. If a round trip savings greater than $200.00 can be found by altering your flying time by 2 hours in either direction, this should be the option you chose. Verification that this research regarding best value occurred should be submitted with request.
2. Connecting flights must be chosen over nonstop flights when the connection does not add more than two hours to travel time and the connection saves $200.00 or more. Commonwealth Travelers are not required to take a lower fare if a change of airline at the connection point is required. Verification that this research regarding best value occurred should be submitted with request.
3. Commonwealth Travelers shall view alternate airports for additional savings opportunities. Alternative airports within 90 miles of the home airport should be considered if the savings is $200.00 or more. When there is a savings of $300.00 or more, the alternative airport must be used. The Commonwealth Traveler will be reimbursed for mileage when using a personal vehicle, or car rental and gasoline (whichever is less costly), and parking, if necessary.
4. First class and upgraded or pay-in-advance seat assignments are not reimbursable.
5. One (1) checked baggage fee can be reimbursed for each way of travel, additional checked bags will need prior approval from your contract administrator.

4. **Ground Travel**

1. Personal Automobile mileage will be reimbursed at the Privately Owned Vehicle Reimbursement Rate established by the U.S. General Services Administration (GSA) in effect on the date(s) of travel.
2. When traveling by air or train, Commonwealth Travelers should use shared shuttle services or public transportation when such options are available and less expensive than other means of ground transportation, such as taxis, Uber, Lyft. Tips should be no more than 20% of the cost.
3. Coach class is the only approved service when traveling by domestic Amtrak train.
4. Reasonable parking costs are acceptable for reimbursement with a receipt as a miscellaneous

expense. Valet parking is reimbursable when no other options exist.

5. **Incidental Expenses** include gratuities to porters, baggage carriers, and hotel staff. A daily IE allowance rate is included in the M&IE rate. Only actual expenses paid may be claimed for reimbursement.

6. **Final Authority** - The Commonwealth has final authority over determining if a travel expense is justified and reasonable.

**Questions not answered by this guidance document can be directed to your contract administrator.**