



Travel Manual

Subject: Summary of Reimbursement Allowances

Section: Appendix

Date: 2004-Jan-01

Page 1 of 1

A. POLICY

1. Reimbursement for official travel is normally provided at the following rates. Exceptions as stated in subcontracts, letters, or travel authorizations must be approved in advance by the Director or his designee.

DOMESTIC PER DIEM (per 24 hour period)

General Services Administration daily per diem rates See Section 6G

Dependents in Travel Status:	Age = > 12	Age < 12
NRAO Standard Daily Per Diem	\$40.00	\$20.00

FOREIGN PER DIEM (per 24 hour period)

NRAO Standard Foreign Daily Per Diem Rate	\$53.00	\$26.50
---	---------	---------

MILEAGE

Private Vehicle Prevailing standard mileage rate

Second Vehicle (Relocation only) Prevailing standard mileage rate or Shipping cost, whichever is less.

Commercial Carrier Actual Cost

AIRLINE

Domestic & Foreign Actual Cost
(Advance purchase, at least seven days, Coach-Class fare, unless otherwise authorized)

RAIL

Actual Cost See Section 6D 2

RENTAL AUTO

Actual Cost
(Intermediate or smaller size vehicle, unless otherwise authorized)

LODGING

Actual Cost
(Reasonable Accommodation)