

## CARB-X Travel Reimbursement Guidance

Travel requirements are dictated by the terms of the US federal & sponsor CARB-X funding, as well as BU policy.

If you would like to use CARB-X funding, but do not have travel budgeted in your current project, you may consider a re-budget across cost categories to cover the travel to CARB-X meetings for up to three people.

If combining the CARB-X meeting travel with other travel (personal, non-CARB-X or CARB-X business, etc.), please document via an itinerary (including travel date, event/purpose, location, etc.). Indicate which travel is CARB-X related. If allocating costs across CARB-X and other sources, document allocation method used.

Please contact CARB-X Finance & Grants Managers (F&GM), Sinnamon Tierney ([stierney@bu.edu](mailto:stierney@bu.edu)) or Christina Mercado ([cmercado@bu.edu](mailto:cmercado@bu.edu)) with any re-budget requests as well as allowability or clarification questions.

### Air Travel

- The Fly America Act applies to non-US/international flights
  - Consistent with the terms of the funding, CARB-X can only reimburse travel compliant with the Fly America Act. <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>
  - Per Fly America Act, the traveler must use either 1) a US Flag Carrier, 2) airline under Open Skies Agreement, or 3) local carrier operating under US Flag Carrier code-share.
  - When in doubt, contact CARB-X prior to booking, as we cannot reimburse noncompliant flights.
- Basic Economy class travel required for all flights (domestic or international)
  - The purchased flight must be the lowest-priced basic economy class, unless approved by CARB-X in advance of purchase. When requesting prior approval from CARB-X, please provide documentation of any of the following exceptions:
    - 1) extreme circuitous routing
    - 2) travel during unreasonable hours
    - 3) excessively prolonged travel
    - 4) additional costs that would offset the transportation savings of flying economy
    - 5) offer accommodations not reasonably adequate for the traveler's medical needs.
  - Travelers may upgrade their ticket. However, it is required at the time of booking the airfare, a comparison flight of the economy-version of the same flight showing the cost to be provided at the time of reimbursement. CARB-X will only reimburse costs at the economy rate, extra costs for the ticket upgrade will be from a non-CARB-X source of funds. FYI, the extra costs can also not be used as cost share towards the CARB-X project (*since the upgrade costs are not allowable as direct charges*).

- Examples of “upgraded” flights requiring comparison tickets include not only first class, business class but also premium economy, flexible fare economy class (including tickets that trigger higher rewards points)

### Traveler Meal and Incidental Reimbursement

- All meal and incidental reimbursements will be covered by per diem up to the daily maximum GSA rate or the US Department of State rate (for non-US travel).
- Traveler to provide a breakdown substantiating how per diem request was calculated (by meal, city). Exclude any meals that were provided.
  - GSA
    - Link to GSA rates by city: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
    - Link to GSA rates broken down by cost of meal: <https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown>
    - Apply 75% of GSA rate on travel days
  - Meals & Incidentals Per Diem rates for **Boston** – CARB-X will reimburse up to the maximum rate (*no receipts are needed*).

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### Meals & Incidentals (M&IE) Breakdown <sup>i</sup>

Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

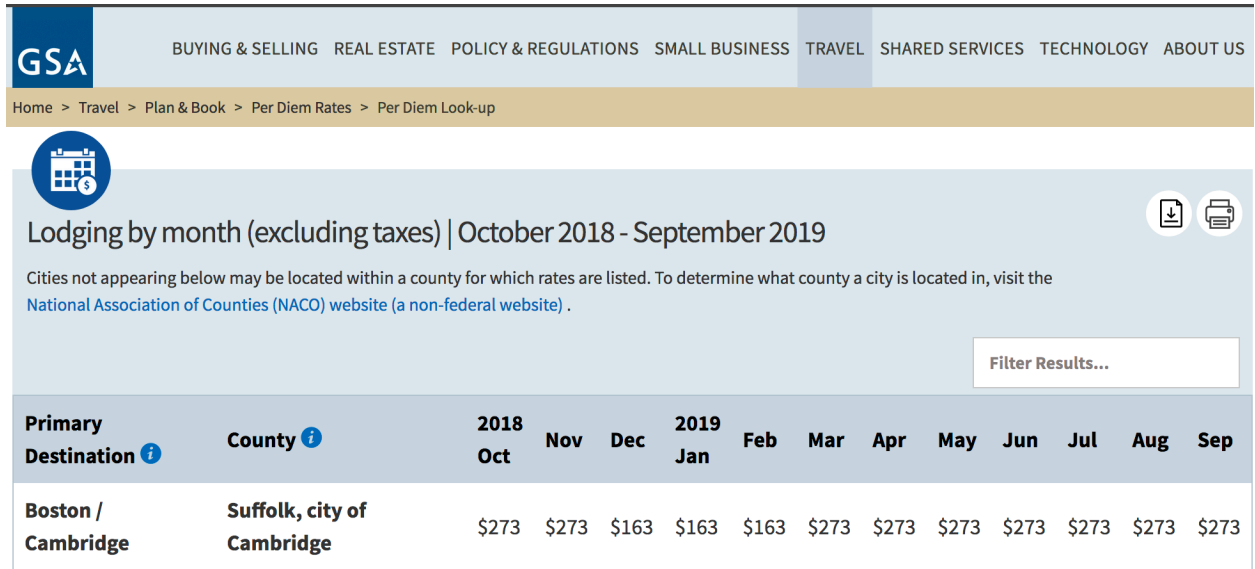
Filter Results...

Primary Destination <sup>i</sup>	County <sup>i</sup>	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel <sup>i</sup>
Boston / Cambridge	Suffolk, city of Cambridge	\$71	\$17	\$18	\$31	\$5	\$53.25

- US Department of State
  - Link to rates by country: [https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

## Hotels

- Travelers should use standard accommodations in reasonably priced hotels.
- Please provide a hotel receipt with zero balance (i.e. showing payment) as part of your reimbursement documentation.
- Lodging Per Diem rates for **Boston** – CARB-X will reimburse up to the maximum applicable rate.



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Lodging by month (excluding taxes) | October 2018 - September 2019

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

Filter Results...

Primary Destination	County	2018 Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Boston / Cambridge	Suffolk, city of Cambridge	\$273	\$273	\$163	\$163	\$163	\$273	\$273	\$273	\$273	\$273	\$273	\$273

## Ground Travel

- Taxi receipts must include travel purpose.
- Mileage in personal vehicles will be calculated according to current IRS rate per business travel mile taken, plus documented parking fees and tolls.
- If length and duration of ground travel is such that traveling by personal vehicle is more expensive than using basic economy airfare, then this option should not be used.

## Registration/Miscellaneous Expenses

- Registration fees for conference/meeting attendance for CARB-X related meeting is allowable.
- Please seek prior approval if there are additional miscellaneous expenses related to the CARB-X travel.
- Provide receipts for registration/miscellaneous expenses within reimbursement.
- If applicable, apply an allocation method for sharing the costs if not 100% CARB-X related.

## Common expenses not eligible for reimbursement (not a comprehensive list, contact your F&GM with any questions)

- Provided meals
- Alcoholic beverages
- Entertainment
- Currency exchange services (Travelex, currency exchange international, conversions at local banks, etc.)