

PHENIX SALON SUITES

REIMBURSABLE TRAVEL

2020

Phenix Salon Suites (PSS) provides reimbursable travel to surveyors, however, there are limits to what the client will agree to pay. Because of these limitations, the FSU Project Manager has set the following guidelines in place for reimbursable travel accommodations for this client:

Airport Parking

All airport parking should be in remote airport parking lots with daily fees less than \$10/day. If this is unavailable at the departure airport, the least expensive parking serving the airport shall be chosen.

Airfare

The surveyor shall strive for the most cost-effective flights, regardless of the carrier. Desired flights are required to be approved by the FSU Project Manager prior to booking. If the surveyor desires to check a bag, only **one** checked bag will be reimbursed.

Lodging

PSS will reimburse for one (1) night of lodging. *If a second night is needed, that must be approved by the FSU Project Manager.* The client has agreed to reimburse lodging at the current rate established by the government. To determine the nightly lodging rate in the survey area, follow this link:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Transportation

Transportation options may include public transit, Uber (or similar), or rental car. The surveyor should choose the mode of transportation that best suits the survey location. If a rental car is needed, the surveyor shall choose the most economical option unless that option will not accommodate the stature of the surveyor.

Meals

The client reimburses the government established per diem for meals. Please use the link above to access per diem rates in the survey area. Alcoholic beverages may not be included in reimbursable expenses.

Fuel vs. Mileage

If circumstances allow the surveyor to use their personal vehicle, FSS will reimburse the cost of fuel needed **OR** reimburse the surveyor .58 per mile. There are limitations to this as well. If it is less expensive to rent a fuel-efficient car than it is to buy fuel or reimburse mileage for the surveyor's vehicle, the least expensive option should be chosen. If it is more cost-effective to fly rather than drive, the surveyor should choose the most cost-effective method of travel. Should the surveyor choose an expensive mode of travel out of preference, the surveyor understands and agrees that he/she will be reimbursed at the cost-effective rate previously determined. If any of these scenarios should be in question, the surveyor should seek approval from the FSU Project Manager prior to making a final decision.

Tolls / Parking Fees

If the surveyor is required to access tollways, receipts must be included in the expense report. If the surveyor is required to pay for parking at the survey site, receipts must be included in the expense report.

In Summary

The surveyor should make every effort to keep travel expenses to a minimum.