



Concord Crossroads, LLC

Certified Service Disabled Veteran Owned Business
8(a) Certified Small Business

Standing Operating Procedures (SOP) for Travel (C3R Employees) **Travel Policy Letter #001**

UNCLASSIFIED

1. **PURPOSE:** To prescribe policy and procedure for pre/post-travel requirements for all Concord Crossroads employees; outlines and provides guidance for the preparation and submission of pre/post-travel documents. It is C3R's intent to meet the provisions stipulated in the references below whenever possible.

2. **REFERENCES:**

Federal Acquisition Regulation (FAR), <https://www.acquisition.gov/far/>

Federal Travel Regulation (FTR), <http://www.gsa.gov/portal/content/102886>

3. **GENERAL:** To ensure that we are providing our employees with the information needed to prepare travel documents correctly, and adhere to the regulatory rules and guidelines when performing travel in support of the mission.

a. Pre-travel: Prior to commencing travel, and as soon as possible, the traveler needs to complete the Other Direct Cost (ODC) Approval Form for Travel. (C3R will provide the form). The traveler must complete and sign the form as soon as he/she has knowledge of upcoming travel. The supervisor/Contract Manager must also sign the form, and have the traveler forward it to C3R; in the absence of a government representative's signature, the traveler must provide an email to C3R showing the government representative's acknowledgement/approval of the travel.

(1). Airline Tickets: Travelers are expected to use good economic sense, sound judgment, and regulatory guidance when purchasing airline tickets. The purchase of First-Class tickets is prohibited unless the traveler pays the difference with his/her own personal funds.

(2). Rental Cars: When choosing a rental car company/rental car, compare the cost of cars from different companies, and choose the least expensive one. As a general rule, travelers should rent cars no larger than mid-size.

(3). Lodging: The traveler should choose lodging that is reasonable, but not extravagant. Travelers who opt to exceed the allowable lodging cost may have to pay the difference out of their pocket.

(4). Privately Owned Vehicle (POV) use vs. Air travel: Air travel is usually the most cost-effective and expeditious way to travel. Travelers who wish to use their POV will need approval from C3R; since it may be more expensive and time consuming to travel by POV, it is recommended that the traveler do a travel cost comparison to determine how much more costly it will be to use this method of travel. If it proves to cost more in terms of money and time, C3R may ask the traveler to change his/her method of travel, or pay the difference out of pocket. If the extra travel time causes the traveler to miss time from work, C3R may charge him/her leave.

(5). Per Diem: Per Diem rates can be found at the U.S. General Services Administration's (GSA) homepage at www.gsa.gov/perdiem.





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b. Post-Travel: Once a traveler has completed travel, he/she must complete a Travel Expense Report Form (C3R will provide the form). The traveler must annotate all authorized expenditures on the form, sign it and email it, along with copies of all receipts to C3R's representative. Travel expense reports are due 3 business days after travel is completed. Please email all travel related documents to travel@concordcrossroads.com.

Mail the original receipts and signed form to C3R's main office address. (The address is located on the bottom of this document).

(1). Airline Ticket Receipts: Receipts submitted as proof of travel must be an actual paid receipt showing that funds have been disbursed for the ticket. If the traveler uses a travel company, and gets a package deal (**Flight, Rental Car and Hotel Room**), he/she must still turn in the individual receipt that they receive from the rental car company and the hotel. While using Priceline, Expedia, etc may be a convenient way to arrange travel, it may not always be the most cost-effective. The traveler must still make an effort to get the least expensive/practical accommodations.

(2). POV Mileage: Travelers are paid mileage from their point of departure (residence or business) to the airport and from the airport to their point of return (residence or business). The current reimbursement rate is 55.5 cents per mile. For more information regarding mileage visit GSA, www.gsa.gov/perdiem.

(3). Request for Advance Travel Funds: Employees may request an advance of up to 80% of the cost of their travel. C3R will deduct the advanced amount from the overall cost of travel shown on the Travel Expense Report. The traveler must request the advance prior to payroll. The advance will be added to the employee's next pay check.

(4). Reimbursement of travel expenses: C3R will usually reimburse the traveler not later than 30 days after receiving the Travel Expense Report. All advances will be deducted from the travel settlement. Any additional funds owed to C3R will be deducted from the employee's pay. **PLEASE NOTE: If you are notified that you need to make changes to your report, please make the changes right away, and resubmit the signed report; otherwise, your reimbursement could be delayed.**

(5). Funds will not be reimbursed for alcoholic beverages/entertainment, parking/traffic fines, charges incurred as a result of indirect travel for personal reasons. All charges will be reviewed upon receipt of the travel expense report.

4. The point of contact for this SOP is Sarah Tillman, Sarah.Tillman@CCCRLLC.com, 703-670-8770, Ext. 320.

Claude A. Wood
President/CEO

