

Invitational Travel and Reimbursement Guidance
U.S. Department of the Interior
Royalty Policy Committee

This document provides guidance for invitational travel for Royalty Policy Committee (Committee) Meetings.

Travel Guidelines, Policies, and Regulations

General travel guidelines for invitational travel with the Department of the Interior (DOI) can be found in the Departmental Manual, specifically 347 DM. The Department of Interior's Temporary Duty Travel Policy updated February 2015, provides detailed guidance. ([DOI TDY Travel Policy section 1.5 Invitational and Contractor Travel](#))

All invitational travelers are required to make travel arrangements through the DOI approved travel system Concur Government Edition (CGE) (<https://cge.concursolutions.com/>).

When you travel to attend a Committee meeting on Invitational Travel Orders you must follow the policies and procedures set forth for all Government employees or invitees.

Except for initial commercial transportation (i.e. common carrier modes of transportation via air or train), Invitational Travelers must use their own personal funds for all other expenses (hotels, rental cars, meals and incidentals, luggage fees, etc.). After travel is complete, you will submit your expense receipts for reimbursement.

Primary members will be reimbursed for travel expenses in accordance with the Federal Travel Regulations (FTR) contained in 41 United States Code of Federal Regulations (CFR), Chapters 300 through 304, which implement statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel at the Government's expense.

Alternate members will be reimbursed for travel expenses (in accordance with the FTR) only when they have been designated to attend a meeting on behalf of a primary member.

Under 5 U.S.C. 5733, travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of the duties. As such, you must select the method of travel most advantageous to the Government, when cost and other factors are considered.

- Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available.
- Contract city-pair fare flights must be booked unless a non-contract carrier flight results in less cost to the Government or a city-pair flight is not available.
- Coach class accommodations must be used. Travel should originate from the nearest common carrier outlet to your residence and/or business. If you do not travel by the method of transportation required by regulation, any additional expenses you incur will be borne by you the traveler. Reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis, and you will be responsible for any additional

costs. If you are traveling with others, such as family members or colleagues not approved for invitational travel, you must make separate arrangements for them. We cannot make travel arrangements for people who are not covered by the Vendor Request Form and do not have a CGE account.

It is the member's responsibility to notify the Committee travel point of contact--**Cara Sanders** at rpc@ios.doi.gov or (202) 513-0603 or **Christina Mathers** at rpc@ios.doi.gov or (303)-231-3429--of their designated alternate prior to travel. Travel *cannot* be arranged for a designated alternate until the POC has been notified by the primary member.

Steps for Setting Up Your CGE Invitational Travel Account

1. Complete the Invitational Travel Access Form and the Vendor Request form at: <https://www.doi.gov/rpc/travel-guidance-administrative-items>
2. Fax the completed documents for authorization and processing to 303-231-3194.
3. Upon approval, you will receive a link with his/her CGE account information (log in identification and temporary password).
4. You will be responsible for logging in and completing account profile information.

Steps for Completing Travel Arrangements and Authorization

1. The travel authorization is a critical component of invitational travel. Travel expenses will not be reimbursed unless travelers complete a travel authorization before traveling. The travel authorization is the official travel order and is necessary to obtain the Government rate for a hotel room and a rental car. If the traveler does not reside in the metro area where a Committee meeting is being held, travel is authorized one day prior to the first day of the meeting. You are also authorized to check out and travel home one day after the last day of the meeting. For instance, if the meeting is held on a Tuesday and Wednesday, you are authorized to travel and check in on Monday and must check out and return home no later than Thursday. You are responsible for the cost of travel beyond these authorized travel dates. Call **Cara Sanders (202) 513-0603** or **Christina Mathers (303)-231-3429** to book your travel and complete your travel authorization.
2. You must make your own hotel reservations and use your personal credit card to guarantee and pay for your hotel rooms. **Lodging will be reimbursed at the Government lodging per diem rate.** If the lodging cost is below the established per diem rate, you will be reimbursed at that lower actual cost. It is recommended that reservations are made at least two weeks in advance of the meeting dates to guarantee that you receive the Government rate. In addition to reimbursement of the Government per diem lodging rate (or the lower actual rate if applicable), travelers can be reimbursed for lodging taxes as they appear on the final, paid hotel bill. However, any other expenses incurred to the lodging bill will not be reimbursed as a lodging expense. You are reimbursed through the Meals & Incidental Expense (M&IE) portion of the per diem rate for meals and can be reimbursed for other expenses, such as parking, separate from your lodging reimbursement. Per Diem rates can be viewed here: <https://www.gsa.gov/portal/category/100120>.

OR

1. If you prefer to book your own travel, follow the instructions for completing the authorization in the Concur Traveler Manual at:
https://www.doi.gov/sites/doi.gov/files/uploads/concuregov-user-manual-v3-4_2016.pdf
2. You must make your own hotel reservations and use your personal credit card to guarantee and pay for your hotel rooms. **Lodging will be reimbursed at the Government lodging per diem rate.** If the lodging cost is below the established per diem rate, you will be reimbursed at that lower actual cost. It is recommended that reservations are made at least two weeks in advance of the meeting dates to guarantee that you receive the Government rate. In addition to reimbursement of the Government per diem lodging rate (or the lower actual rate if applicable), travelers can be reimbursed for lodging taxes as they appear on the final, paid hotel bill. However, any other expenses incurred to the lodging bill will not be reimbursed as a lodging expense. You are reimbursed through the Meals & Incidental Expense (M&IE) portion of the per diem rate for meals and can be reimbursed for other expenses, such as parking, separate from your lodging reimbursement. Per Diem rates can be viewed here:
<https://www.gsa.gov/portal/category/100120>.

During Travel

1. You are required to follow all Department of the Interior and Federal Government travel policies and procedures. (<https://www.gsa.gov/portal/content/104790> and <https://www.doi.gov/pfm/travel/>)
2. Notify Cara Sanders or Christina Mathers if you need to make any changes during travel.
3. You must retain all receipts for hotel, transportation, and other expenses not covered under M&IE allowances. These receipts must be turned in for reimbursement after travel is complete.

Steps for Completing Your Travel Voucher for Reimbursement

1. You must scan and send all receipts for reimbursement to the rpc@ios.doi.gov email address.
2. Cara or Christina will complete your voucher at that time and will send you a copy for your approval. Sign, scan and send the voucher to the rpc@ios.doi.gov email address.
3. DOI will sign the hard copy voucher and scan it into the CGE system.

OR

1. You may also complete your own vouchers by following the instructions in the CGE user manual <https://cge.concursolutions.com/> or asking for assistance. If you are completing your own voucher, you must attach your receipts and travel invoice in the CGE system.
2. Once you have completed your voucher in the system, you will print and sign a hard copy of the voucher, scan it, and send it to the rpc@ios.doi.gov email address.
3. You will sign the voucher electronically in the CGE system and DOI will approve following your signature.

Travel Contacts and Resources

Committee Travel Contacts

Cara Sanders 202-513-0603 or email at rpc@ios.doi.gov

Christina Mathers 303-231-3429 or email at rpc@ios.doi.gov

Committee Travel Guidance

RPC Website: <http://doi.gov/rpc/travel-guidance-administrative-items>

GSA Travel Regulations

<https://www.gsa.gov/portal/content/104790>

DOI Temporary Duty Travel Policy

<https://www.doi.gov/sites/doi.opengov.ibmcloud.com/files/uploads/Amended%20DOI%20TDY%20Travel%20Policy.pdf>

DOI Travel System

<https://cge.concursolutions.com/>