

ALLOWABLE TRANSPORTATION FOR SPONSORED PROJECT-RELATED TRAVEL

Train Travel

All travel must be booked using the lowest available fares in economy class only, with the exception of Amtrak Business Class between stations in the Boston/Washington, DC corridor. However, Amtrak Business Class tickets are not allowable on U.S. Department of Justice Awards. Approval for any other exceptions to economy class travel to accommodate a medical condition, special circumstances, etc. must be requested in advance and may require specific documentation as determined by the sponsor. Acela train tickets on Amtrak's Northeast Corridor are unallowable on U.S. Department of Justice awards. Contact the Procurement and Payables Manager for guidance.

Air Travel

All flights must be booked using the lowest available fare in economy class on U.S. Flag air carriers, per the Fly America Act, or on a European Union carrier per the U.S.-EU Open Skies Agreement or on a Swiss, Australian, or Japanese carrier, as permitted under separate government agreements. For U.S. air carriers that have code-sharing arrangements with foreign air carriers, other than with European Union countries, Switzerland, Australia, or Japan, the ticket must be issued with the U.S. air carrier's call letters (the two characters that precede the flight number) and flight number to qualify for reimbursement. Tickets issued with a foreign carrier's call letters and flight number, even if the flight is operated by a U.S. carrier, are not reimbursed.

Written justification must be provided whenever a foreign air carrier, other than a European Union, Swiss, Australian or Japanese carrier, must be used. Lower cost is not an acceptable justification for use of a foreign carrier instead of a U.S., European Union, Swiss, Australian or Japanese carrier. Your project sponsor may have further restrictions; check with your project administrator for guidance.

Car Rental

Car rental is only allowed when other transportation is unavailable or impractical, or when use of a rental car can be economically justified. Standard models should be rented and justification for the use of a rental car must be noted on the Travel Expense Voucher or in an accompanying statement. Direct purchase of gasoline for use with rented vehicles is reimbursable. Mileage reimbursement cannot be claimed in conjunction with car rental.

When renting a vehicle for business purposes, purchase the comprehensive auto insurance offered by the auto rental agency and charge the expense to the project. Refer to the RFCUNY webpage, [Obtain Vehicle Insurance](#). If the vehicle cost is being charged to an RFCUNY Visa Purchasing Card, additional collision and theft coverages may apply.

In case of an accident or injury, contact the rental agency and RFCUNY's Corporate and Project Insurance Manager, Andy Lysinger. If the RFCUNY Visa Purchasing Card was used, Visa Customer Care Services must be contacted at 1-800-VISA-911. For further information on this topic, refer to RFCUNY's webpage, [Accidents with RFCUNY Leased Vehicles](#).

Authorized use of a privately-owned vehicle is reimbursed at the rates set forth by the United States General Services Administration (GSA). Visit the GSA's website to review the rates. Direct purchase of gasoline for use of personally-owned automobiles is not reimbursable. For use of a personal vehicle in connection with moving expenses, see RFCUNY's guidance on Moving Expense.

For transportation to and from the home/office to the airport, train station, etc:

- Reimbursement up to \$10.00 each way without receipts or
- Reimbursement for full amounts, depending on the distance involved, with receipts, including up to a 20 percent gratuity.

All tolls incurred on project-related travel are also reimbursable. Tips cannot be charged to U.S. Department of Justice awards.