

Edit Travel Request Header: 12/14/08 SAN FRANCISCO MCDONALD

The travel request header contains information about the request as a whole. This is the first step of creating a travel request. Next, you will organize the projected expenses of your trip into different categories. After you create all the expense categories, you can review and submit the travel request. * = Required Fields

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Warning

**This travel request has the following exception(s):
If you drive on JPL business over 200 miles one-way, you must use the Constructive Cost Worksheet (located on Concur Central under JPL Travel Links) to calculate your maximum transportation allowance.**

<input type="checkbox"/> ?	Travel Request Number:	057223
<input type="checkbox"/> ?	Travel Request Name:	* 12/14/08 SAN FRANCISCO MCDONALD
	Type of Travel:	Domestic Conference Travel
<input type="checkbox"/> ?	Destination(s):	* SAN FRANCISCO
<input type="checkbox"/> ?	Trip Start Date:	* 12/14/2008
<input type="checkbox"/> ?	Trip End Date:	* 12/15/2008
<input type="checkbox"/> ?	Business Purpose:	* AGU EXAMPLE
<input type="checkbox"/> ?	Project-Task 1:	* 103998-M.KM.00
<input type="checkbox"/> ?	Project-Task 2:	
<input type="checkbox"/> ?	Project-Task 3:	
<input type="checkbox"/> ?	Project-Task 4:	

 Mode of Transportation: * ▼

Personal Travel Involved?: * ▼

 Comment:

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Constructive Cost Worksheet Alternate Mode of Transportation

Traveler's Name: _____
 Traveler's Badge#: _____ TA #: _____
 Departure Date: _____ mm/dd/yyyy
 Return Date: _____ mm/dd/yyyy
 Total Travel Days = _____ Personal Travel Days = _____
 Business Travel Days = _____
 Departure City: _____
 Destination: _____
 Purpose of Travel: _____

Constructive Cost of Authorized Mode of Transportation

Travel via Commercial Airline

<u>Maximum Ground Transportation</u> ¹	One-way amount =		
Round-Trip Airfare per			
JPL Travel Reservation Agent: _____	Date: _____		
Rental Car	# Days = _____	Daily \$ = _____	
Total Authorized Constructive Cost Amount ^{2,3}			

Estimated Cost of Alternate Mode of Transportation

Travel by Privately Owned Vehicle or Fly/Drive Combination ^{2,3}

Drive Round Trip Fly/Drive Combination

Authorized Federal Mileage Rate ⁴		\$0.585	
Estimated Driving Expense ⁵	Mileage per <u>MapQuest</u>		
<u>Maximum Ground Transportation</u> ¹ , if applicable	One-way amount =		
Airfare per JPL Travel Reservations, if applicable			
Rental Car, if applicable	# Days = _____	Daily \$ = _____	
Estimated Cost for Travel by POV or Fly/Drive Combination			

Estimated <i>Non-Reimbursable</i> Cost to Traveler ⁶	\$0.00
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Notes:

1. Cost of transportation between work station or residence and airport. Reference JPL Travel - [Terminal Ground Transportation](#)
2. Traveler is authorized one paid workday for travel each way, which is not part of this cost.
3. Additionally, en route M&IE is not part of this cost. It is paid for each authorized travel day at the FY '09 rate for the city in which the Traveler is scheduled to arrive. [FY'09 M&IE](#)
4. Authorized rate/mile includes all vehicle operating expenses, including insurance and the cost of any vehicle damage incurred while on JPL business. No other vehicle expenses are allowed.
5. Estimated mileage is based upon most direct route to the destination per [MapQuest](#).
6. Non-reimbursable cost equates to the cost of the Alternate mode less the cost of the Authorized mode.

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Alternate Methods of Travel for JPL Business

Travelers may now perform their own [constructive cost](#) calculations when planning to use alternate methods of transportation (i.e., driving instead of flying) to business meetings, conferences, or training outside the local area.

Reimbursement for auto mileage will be limited to the equivalent combined cost of:

1. The non-refundable roundtrip airfare,
2. Local transportation to the airport, and
3. The use of a rental car (if applicable) at the business location.

If you are planning to drive the next time you travel on JPL business, you must use the [Constructive Cost Worksheet](#) to calculate your maximum transportation allowance to find out what your maximum transportation allowance will be. A copy of the calculation must accompany the Travel Request, which must be submitted prior to departure. The completed worksheet must also be faxed into the travel system as part of the receipt package. The expense report will be audited against the Constructive Cost Worksheet calculation.

Last updated on the 25th of June 2008.

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*This site is maintained by [Jeff Nessen](#) of the Finance & Contract Management Division,
at the direction of [Marlene S. Link](#), Manager of the Travel Accounting Group, General & Project Accounting
Section.*

Travel Terminology

[\(Printable Version\)](#)

Actual Expense -- Payment of authorized actual expenses incurred, up to the limit prescribed by the U.S. General Services Administration. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing [Per Diem](#).

Allowable Expense -- A cost that, under the provisions of any pertinent law, regulation, or contract, can be included in prices, cost-reimbursements, or settlements under a Government contract to which it is allocable.

Business Related Travel -- Travel in support of time worked away from an employee's assigned work site, which has been approved by an authorized manager as being for the benefit of the Project Task(s) that is being charged for the trip.

Constructive Cost -- A Constructive Cost amount equals the sum of the applicable business travel expenses the Traveler would reasonably have incurred under the authorized mode of an expense. The Traveler may elect an alternate mode of expense and be reimbursed up to, but not exceeding, the constructive cost of the authorized mode. (Use the [Constructive Cost Worksheet](#) to calculate the cost.)

All travel expense reimbursement is subject to the requirement [Travel](#), Section 9 (JPLRules! DocID 57654).

Constructive Cost Example -- alternate en route travel: If a Traveler elects to drive a privately owned vehicle (POV) to a business destination instead of utilizing the authorized mode of travel by air, the Traveler may be reimbursed up to the cost of the applicable airfare and ground transportation to the airport terminal from the Traveler's point-of-origin. Note: The number of days of per diem reimbursed for driving is limited to the number of days authorized for travel by air (usually one). If additional travel days are required, leave time must be approved and charged in accordance with JPL policy.

CONUS -- The 48 contiguous states of the Continental United States (excludes Alaska and Hawaii).

Domestic Travel -- Travel within the fifty (50) United States, District of Columbia, Puerto Rico and U.S. territories.

Employee's Residence -- The place from which the employee regularly commutes to and from his or her assigned work site.

Foreign Travel -- Travel outside the fifty (50) United States, District of Columbia, Puerto Rico and U.S. territories.

Incidental Expenses -- Comprises one of three components of the [Per Diem](#) amount and includes:

- Fees and tips given to porters, baggage carriers, bellhops, hotel staff, stewards or stewardesses.
- Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the lodging or work site and a rental car or other mode of transportation is not provided.
- For foreign travel and travel to areas outside CONUS, laundry and dry cleaning expenses are included as part of incidental expenses, and may not be claimed as a separate expense. For travel within CONUS of greater than four consecutive nights, laundry and dry cleaning expenses may be claimed as a separate miscellaneous expense for up to \$3.00/day. Receipts are required for all dry cleaning reimbursement.

Indefinite Transfer -- A transfer of the employee's assigned work site, involving relocation, with no plan or intent of returning to the point of origin.

Lodging Expenses -- Charges from a commercial establishment for providing overnight sleeping facilities. Lodging expenses include the room rate, telephone access fees and any other non-optional service charges

directly related to occupancy of the room that are not included in the room rate. Lodging taxes are included as part of the [maximum foreign lodging amount](#) and may not be separately claimed. Lodging taxes are excluded from the [maximum domestic lodging amount](#) and may be claimed as a separate miscellaneous expense.

Meals & Incidental Expenses (M&IE) -- Meals include the traveler's breakfast, lunch, dinner, related tips and taxes. The Meal expense comprises one of three components of the [Per Diem](#) amount. Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons. See above for incidental expenses.

Non-Programmatic Travel -- Travel for the purpose of planning, preparing for, or attending a conference, symposium, seminar, technical meeting, or education and training that does not directly benefit a JPL project or program. **Note:** For approval purposes, if any portion of a trip includes non-programmatic travel, the entire trip is considered non-programmatic.

Other Necessary Expenses -- Include, but not limited to, ground transportation to and from airport, rental vehicle at travel destination, authorized use of privately owned vehicle, tolls, parking, authorized public transportation, emergency preparation of presentation materials when away from the work site, certain specified gratuities, and ATM fees when additional cash is required for business purposes.

Outstanding Travel Report -- A travel expense report, for a trip covered on an approved travel authorization, which is due but has not been received by Travel Accounting Services. Due dates are provided in Section 7, *Submission Requirements* of the JPL Rules! [Travel](#) Requirement Document.

Per Diem -- A maximum daily rate, by city, that includes lodging and meals & incidental expenses. A Traveler's per diem reimbursement is limited to this rate unless special circumstances apply. See Section 4.5 of the [JPL Travel Requirement](#) document. [Domestic Per Diem amounts](#) exclude lodging taxes and laundry expense, which may be claimed as part of Miscellaneous Expenses. [Foreign Per Diem amounts](#) include lodging taxes and laundry expense and may not be separately claimed.

Point of Origin -- The Traveler's personal residence or official JPL workstation from where JPL business travel commences.

POV -- Privately owned vehicle.

Premium Service -- Any airline accommodation other than coach.

Programmatic Travel -- Travel that directly benefits a JPL project or program (see non-programmatic travel above).

Regular Business Travel -- A trip of 60 days or less.

Reimbursable Expense -- Allowable expense incurred by the traveler that will be reimbursed to the traveler by the Laboratory.

Roving Assignment -- An assignment that involves planned consecutive stops at several field locations, with each stop lasting in excess of 60 days.

Temporary Assignment --

Short Term -- Greater than 60 days up to one year

Extended -- Greater than one year up to two years (greater than two years involves potential relocation of the employee. (See [Relocation of New Hires, Temporary Assignees and Indefinite Transferees.](#))

Work Site -- The site or facility where the employee normally reports to perform his or her duties.