

# Expense Report Policy



| Policy #    | Effective Date  | Approver  |
|-------------|-----------------|---|
| 02.07.01.BO | 1 November 2020 | Michelle Pilawa<br><i>Director, Program Finance</i> |

## I. Purpose

This document establishes policy and procedures regarding employee expense reimbursement for official travel and business-related expenses. It seeks to simplify the expense reimbursement process while protecting the interests of our employee, Magellan Federal, and the U.S. Client.

## II. Scope

This policy is applicable to all Magellan Federal employees.

## III. Responsibilities

- A. The Director of Program Finance is the sponsor for this policy.
- B. The Magellan Federal Chief Financial Officer (CFO) is responsible for ensuring that any expenses reimbursed or paid by the corporation are in accordance with this policy.
- C. The Director of Program Finance, Vice President of Human Resources, and Magellan Federal Managers are responsible for ensuring this policy is available to all employees, especially those expected to travel and/or incur business expenses.
- D. Magellan Federal Managers are responsible for timely review of employee expense reports and ensuring all policies detailed herein, as well as applicable business policies and any applicable contractual requirements, have been adhered to prior to approval of the employee expense reports. Any deviations from the policy must be explained on the employee’s expense report.
- E. The Expense Report Team is responsible for the timely review of employee expenses, in adherence with all policies detailed herein, as well as applicable business policies and any applicable contractual requirements, upon management approval of employee expense reports.
- F. The Costpoint System Administrator, in coordination with Program Finance will administer the Expense Report module access in Deltek Time & Expense
- G. The Accounts Payable team reimburses approved business travel expense reports in a timely fashion.
- H. Magellan Federal employees must be aware of, understand, and adhere to the provisions of this policy.

## IV. Policy Overview

- A. It is Magellan Federal’s policy to reimburse employees for necessary and reasonable travel and business expenses when directly connected with or pertaining to the transaction of Magellan Federal business. Employees are asked to exercise prudent business judgment when incurring these expenses.
- B. Expense Reports must be completed in accordance with the Business Travel Policy (#02.06.01.BO), Joint Travel Regulations (JTR), FAR Pt. 31.205-46, all policies detailed herein, and any applicable client contractual requirements to qualify for reimbursement. Any submitted expenses that do not adhere to

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these policies/regulations risk delayed, partial, or denied reimbursement. Abuse of this policy will be investigated and may result in disciplinary action up to and including employee termination. Reimbursement for expenses that are not in compliance with this policy may require written approval from the Magellan Federal Business Unit Leader.

- C. All expense reports shall be fully reviewed for compliance by the Expense Report Team. If an expense report is found to be noncompliant in accordance with the policies detailed herein, the reimbursement request may be rejected with reasons stated for the rejection.
- D. All expense report and reimbursement questions should be sent to [MFGGetExpenseReport@magellanfederal.com](mailto:MFGGetExpenseReport@magellanfederal.com).

**V. Policy and Procedures**

- A. Each employee is responsible for timely submission of their expense reports with all necessary pre-approvals and documentation in Deltek Time & Expense. It is advised that all expense reports are submitted as soon as possible after travel or business expense has been incurred. **All expense reports must be submitted within 30 days of travel conclusion. Non-travel expenses must be submitted within 30 days from the date the expense was incurred.**
  - 1. Expense reports must be accurate and reflect all transactions. Employees must not misrepresent any entries within their Deltek Time & Expense reports. Any perceived misrepresentation of costs will be reported to the federal compliance team.
  - 2. In the event any expense report corrections or additional information/documentation is required, the Magellan Federal Manager or Expense Report Team may reject the expense report and provide details as to the reason(s) for rejection. Employees are responsible for ensuring corrections are completed and the appropriate approvals are received in Deltek Time & Expense.
- B. **Expenses older than 30 days** will not be approved for payment unless documented extenuating circumstances prevented timely submission by the employee. For expenses older than 30 days, justification explanation must be included within the Deltek Time & Expense report. For expenses older than 60 days, justification and Magellan Manager approval must be submitted to the Expense Report Team and approved by the applicable Magellan Federal Business Unit Leader. Any additional approvals must be included in the expense report documentation. Any expenses older than 90 days may be elevated to a management review board.
- C. Magellan Federal Managers are responsible for timely review of employee expense reports, within 3 business days, for correctness and adherence to Magellan Federal, cliental, and client contract-specific requirements.
- D. The Expense Report Team is responsible for timely review of expense reports for correctness and adherence to Magellan Federal, cliental, and client contract-specific requirements, as well as, timely rejection of non-compliant expense reports. An expense report with critical errors will be removed only if it has not been processed, and it’s corresponding duplicative expense report has been processed. Expense reports in draft or submitted status without receipts, that have been inactive for 30 days, may be voided and the employee will be notified.



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- E. All authorized travel expenses should be charged to an “Other Direct Cost” (ODC) code, unless otherwise directed. If you are unsure or do not have access to the correct applicable charge code, contact your Magellan Federal Manager for further guidance.
- F. Only one expense report should be entered for each business trip/business expense; any expenses not claimed on a comprehensive expense report for the trip may risk non-reimbursement, as clients expect all trip expenses in a single invoice.
- G. Employees must retain records of ALL receipts for costs incurred for business and travel for at least 6 months following incurrence and expense report submittal. Receipt requirements for reimbursement may vary depending on client contractual requirements. Please contact your Magellan Federal Manager for any contract specific guidelines. Client contractual requirements supersede Magellan Federal requirements.
  - 1. If an expense amount being claimed differs from what is listed on a receipt a note must be included, in the receipt packet or in Deltek Time & Expense, outlining the actual amount being claimed and justification for receipt variance. Any writing on the receipt must not change the original total or block receipt information.
- H. **Client Required Pre- & Post-Travel Forms:** Employees should consult their Magellan Federal Manager for any client contract-specific travel form or documentation requirements prior to incurrence of business or travel expenses. The pre-travel authorization and post-travel expense forms should be included in the backup documentation/receipt package.
  - 1. Pre-travel expense forms are required to include all possible costs that the traveler may incur. Inclusion of costs on this form is imperative for reimbursement of costs after the travel has occurred.
  - 2. If the mode of transportation changes prior to the start of travel a new pre-travel form must be resubmitted for client approval.
  - 3. Post-travel expense forms provided with documentation must match the costs entered in Deltek Time & Expense for reimbursement. If there are any variances from what is listed on the executed post-travel form, the form must be updated and resubmitted for client approval. Magellan Federal will otherwise be unable to recover these costs from the client.
- I. **Magellan Federal Business Travel Account (BTA) for Airfare, Rail Fair, Rental Car and Lodging:** The Magellan Federal established central billing or BTA option to purchase airfare, rail fare, rental car, and lodging is available to all employees booking travel through the travel management company’s (TMC) portal, with certain restrictions. For the remainder of this policy, central billing will be referred to as “payment by Magellan Federal” or “paid by Magellan Federal.” For airfare, rail fare, rental car, or lodging paid by Magellan Federal, the following steps must be adhered to for timely facilitation of travel reimbursement:
  - 1. **Client Required Pre- & Post-Travel Forms:** If pre-and post-travel forms are required by contract, employees must accurately report any costs paid for by Magellan Federal.
  - 2. **Magellan Federal Deltek Time & Expense System:** Any costs paid by Magellan Federal must be included in the Deltek Time & Expense Travel Expense Report submittal and classified as ‘Company Paid’ under the Payment Method drop-down menu.



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3. **Receipts:** Airfare, rail fare, rental car, lodging receipts and itineraries with proof of payment booked through the AdTrav and paid by Magellan Federal, may be retrieved from the AdTrav portal or directly from the travel team. For receipts not available in the AdTrav portal, employees must obtain the receipt from the vendor directly.
  4. Magellan Federal employees may not utilize the TMC or the BTA for personal, non-corporate travel.
- J. **Group Lodging Coordinated Through Travel Manager or Strategic Sourcing:** The group booking of lodging for five or more Magellan Federal employees may be coordinated through the Magellan Federal Program/Contract Manager and the Travel Manager. If the group booking option is utilized, room listings as well as line item invoices must be provided to the Travel Manager by the Magellan Federal Program Manager. For group lodging, the following steps must be adhered to for timely facilitation of travel reimbursement:
1. **Client-Required Pre- & Post-Travel Forms:** If pre-and post-travel forms are required by contract, employees must accurately report any costs paid for by Magellan Federal. If the employee was not provided individual invoices, the employee should work directly with their program leadership to capture accurate daily lodging rate and tax costs charged.
  2. **Magellan Federal Deltek Time & Expense System:** Any costs for group lodging booked by the Travel Manager or Strategic Sourcing team should not be included in the Deltek Time & Expense Travel Expense Report submittal, unless otherwise instructed. Employees are required to provide an additional comment or note in the Costpoint Expense Report stating that lodging was group-booked through the Travel or Strategic Sourcing teams.
- K. **Long Distance Travel:** Typically, client and Magellan Federal directed travel extending outside of a 50-mile radius from regular duty location is considered long distance travel. This travel is eligible for reimbursement upon timely Deltek Time & Expense report submittal with appropriate documentation. Only one expense report can be submitted for each long-distance trip; **all expenses that are being claimed must be included on a comprehensive expense report in Deltek Time & Expense.**
1. **Lodging:** For domestic lodging per diem rates reference the U.S. GSA Website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), for international per diem rates reference the U.S. DoD, Defense Travel Management Office (<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>). The location for the per diem rate is determined by the duty location, unless otherwise determined by client contractual requirements.
- When reporting expenses, lodging must be reported as actual daily rates, opposed to stand-alone total or averaged rates, to illustrate daily compliance with per diem rates.
- Employees traveling under a client contract must use hotel accommodations that do not exceed per diem rates, unless such rate is unavailable at the time of booking travel. In the event an employee cannot secure hotel accommodations that are within the per diem rate, the employee must obtain written approval from their client prior to their trip. The justification and approval must be included in the employee’s expense report reimbursement request. Failure to obtain prior approval will result in the excess costs being non-reimbursable to the employee.
- a. **Please note:** CONUS and non-foreign OCONUS per diem rates listed on the U.S. GSA website for lodging *excludes lodging taxes*. Foreign OCONUS per diem rates listed on the U.S. DoD, Defense Travel Management Office website for lodging *includes lodging taxes*.



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- b. Lodging receipts must show daily room and tax rate, proof of payment, traveler name, hotel address, and the dates of lodging stay.
  - c. Homestay lodging options (ex. AirBnB) can only be approved if other commercial lodging (ex. hotel) is not available due to special event, remoteness of duty location, or other shortage. It should be pre-approved by the client. The nightly total of the rate plus cleaning fee must be under the maximum daily per diem rate. Service fees are to be included with the tax rates.
2. **Meals & Incidentals (M&IE):** Meals and incidentals expenses during long distance travel are reimbursed according to the per diem rates for the duty location in which the business trip is conducted. Amounts incurred in excess of the per diem will not be reimbursed and will be the obligation of the employee. Reference U.S. GSA Website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) for domestic per diem rates or the U.S. DoD, Defense Travel Management Office (<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) for international per diem rates.
- a. First and last days of travel must be calculated at 75% of per diem rate. Deltek Time & Expense Time & Expense will calculate rates automatically upon expense report entry.
  - b. A printout from the U.S. DoD, Defense Travel Management Office website must be provided with the expense report documentation in the Deltek Time & Expense report.
  - c. In the event meals and incidentals are being claimed on an actual cost basis, receipts are required reflecting the name of the restaurant, date, and an itemized listing of the food and beverages (non-alcohol). Reimbursement of actual costs cannot exceed the limits for the per diem rates for the duty location. Amounts incurred in excess of the per diem may not be reimbursed and may be the obligation of the employee.
  - d. If one-day travel is expected to be over 12 hours, per diem should be included on the Pre-Travel form and can only be claimed if work hours exceed 12 hours.
3. **Airfare:** The lowest class airfare, unless the employee receives a free upgrade, is eligible for reimbursement. “Lowest class airfare” is defined as a coach/economy class fare with reasonable times and reasonable itineraries as defined by the JTR and can involve stops in transit, plane changes, etc. Any add-ons or class upgrades are at-cost to the employee and are not eligible for reimbursement, unless approved in advance by management.

As an exception, employees may select other than the lowest airfare available only if such accommodations would require circuitous routing; it requires travel during unreasonable hours; it results in excessively prolonged travel; it results in increased costs that would offset transportation savings; it is not reasonably adequate for the physical or medical needs of the traveler; or it is not reasonably available to meet mission requirements. The conditions set forth above must be documented, justified, and submitted with the employee’s expense report.

- a. Receipts included in the expense report documentation must show the itinerary for the flight, traveler’s name and proof of payment. If unable to provide a receipt with proof of payment, an itinerary paired with a copy of the credit card transaction may be accepted.
- b. If an employee takes any personal days while on business travel, cost comparisons for both mission-planned trip dates and personal days are required. If it is more expensive for the employee to take personal days, the employee will be responsible for the difference. If utilizing

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this option, employee must discuss with Magellan Federal Manager and ensure compliance with Magellan Federal's Corporate Business Travel Policy (#02.06.01.BO). Employees may not utilize the TMC or the BTA for personal, non-corporate travel. If personal travel affects dates of business travel and expense report dates, these dates must be included on pre-and-post travel forms.

4. **Booking/Service Fees:** TMC or airline booking fees are reimbursable. The cost must be captured as two separate expenses: 1) the airfare or lodging cost with taxes and 2) the booking fee.
5. **Baggage Fees:** Employees on official travel may be reimbursed for one standard sized bag. Additional considerations for mission essential equipment/materials may be made with prior client approval.
  - a. Baggage over the standard weight or size limit is considered out of policy and is a non-reimbursable cost. Employees may request reimbursement for excess baggage only if client provides written pre-approval and is provided with appropriate explanation (i.e., long-term stay, materials for client requirements were included in checked baggage, etc.).
  - b. Baggage receipts must show proof of payment, traveler name, size of bag charged, and dates.
6. **Mileage/Personally Owned Vehicles:** The use of personally owned vehicles for business will be reimbursed at the standard rate set by the U.S. General Services Administration (<https://www.gsa.gov/travel-resources>) under privately owned vehicle mileage reimbursement rates. This mileage allowance covers routine auto costs (e.g., gasoline, repairs, insurance) but does not include parking and tolls. It is the personal responsibility of the vehicle owner to carry adequate insurance coverage. Additionally, any consequence of failure to obey traffic and motor vehicle laws will be the sole responsibility of the employee (e.g., traffic or parking tickets, accidents).
  - a. If an employee elects to travel to the TDY location using a personally owned vehicle, mileage exceeding 400 miles one-way or 800 miles round-trip; the employee is required to include a cost comparison showing the rate of the most economical airfare option. Cost comparisons must illustrate that the airfare projections come directly from the vendor website. If the total calculated cost for mileage exceeds the airfare rate, the employee may claim a maximum of the projected airfare cost comparison. If the mileage total cost falls under the airfare cost comparison, the employee may claim the full mileage amount.
  - b. When submitting an expense report for mileage over 50 miles one-way, a map (e.g., [maps.google.com](https://maps.google.com) or another mapping website) showing the beginning and ending destination including distance for mileage being claimed is required. This is only applicable when utilizing a personally owned vehicle.
7. **Rental Vehicle:** Pre-authorized economy or compact class vehicle rentals are reimbursable, when other means of transportation are unavailable, costlier, or impractical. Justification for a larger than economy or compact class rental vehicle must be provided to and approved by the client prior to business travel. Failure to obtain pre-travel approval may result in the non-reimbursement of the rental expense.

Employees should utilize Enterprise, or National, as the rental car vendor whenever possible, check with your Magellan Federal Manager to confirm if this is required for your contract. Employees are authorized to utilize free upgrades to obtain a larger class vehicle, but the rental vehicle receipt must

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clearly reflect that the lower rate (compact or economy class) was applied. Employees must also include their original booking confirmation showing that a compact/economy sized vehicle was reserved.

- a. Employees are NOT authorized to rent vehicles from independent 3<sup>rd</sup> party leasing entities (car-share), i.e. Turo/Zipcar.
  - b. Paid in full receipts from the rental vehicle agency are required and must show proof of payment with zero balance due and the class size charged.
  - c. **Rental Insurance:** CONUS and non-foreign OCONUS rental insurance is not reimbursable. Please reference the Motor Vehicle Policy (#1.03.HR) for further information. In certain circumstances, foreign OCONUS rental insurance (not covered by personal automobile insurance) may be eligible for reimbursement pending appropriate pre-approval and documentation.
  - d. Employees must refuel vehicles prior to returning to the rental company. Fuel for the rental vehicle will only be reimbursed if purchased separately at a gas station prior to vehicle return at agency. Refueling charges by the rental company are non-reimbursable. Receipts for fuel are required for reimbursement.
  - e. Any accessory or optional elections for rental vehicle such as supplemental insurance, loss and damage waivers, rental company electronic toll service fees, GPS, etc. are non-reimbursable and will be at cost to the employee.
  - f. If personal travel is in conjunction with business travel the rental vehicle must be for only the dates of approved business travel.
8. **Parking and Tolls:** Parking and toll expenses will be reimbursed to the employee with appropriate receipts.
- a. Parking and toll receipts must be full, show proof of payment and date(s). If receipt is from toll pass invoice, please ensure the account owner/payee is listed on receipt.
  - b. Most economical, self-parking options should be utilized whenever available. If parking at the airport you must select the most economical parking available; if it is unavailable, then parking must be in the next most economical parking. A note on the post-travel form must be included if parking in a lot other than the most economical parking lot.
  - c. Hotel/venue valet parking will not be reimbursed. If valet is the only available option, documentation from the hotel/venue with the justification for valet parking must be provided.
9. **Rail:** Within North America, all rail transportation must be in economy class. For rail fare paid by Magellan Federal BTA, employees must select the “Company Paid” option on the payment method drop down menu when submitting expense reports through Deltek Time & Expense.
- a. Acela can only be used if pre-approved by the client and is more economical or needed for business-related scheduling constraints.
10. **Public Transportation, Taxi, Rideshares, and Other Local Transportation:** Employees may utilize and request reimbursement for costs associated with hotel/airport shuttles or other forms of local transportation when traveling to and from airports, hotels, and work sites. Employees are encouraged to utilize public transportation whenever feasible. If airport/hotel shuttles or public

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transportation options are impractical or not available, the use of a taxi or transportation service is acceptable and can be reimbursed.

- a. Full, original receipts are required for all transportation expenses. Transportation via rideshare applications must have receipts that are provided by the rideshare service.

#### 11. Other Long-Distance Travel Expenses:

- a. When travelling internationally and paying in foreign currency, it is imperative to apply the correct currency conversion rate(s). Reference the following site for current and historical rates: <https://www.oanda.com/currency/converter/>. A printout of the currency conversion for each expense incurred must be included with your expense report documentation/receipt packet. Utilize the following guidance to determine the applicable currency conversion rates.
  - i. *Rental Vehicle*: Utilize currency conversion rate on the day when expense is charged.
  - ii. *Hotel*: Utilize currency conversion rate on the day when expense is charged.
  - iii. *Airfare*: Utilize currency conversion rate on the day when expense is charged. Not applicable if charged in USD.
  - iv. *Per Diem*: Not applicable, OCONUS per diem rates are set in USD by the U.S. DoD, Defense Travel Management.
  - v. *Fuel, Toll, and Parking*: Utilize currency conversion rate on the day expense is charged.
  - vi. *Taxi/Public Transportation*: Utilize currency conversion on the day when the expense is charged.
- b. Fees and tips given to courtesy transportation providers, porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses and others on ships, and hotel servants in foreign countries are included as part of the per diem allowance [i.e., M&IE (Meals and Incidental Expenses)] and are not reimbursed separately.

#### 12. Cost Comparisons

- a. If a cost comparison is required for your travel, please ensure that all pertinent information is included. Cost comparisons should include the dates for the travel/rental as well as the company that the comparison was provided by. The cost comparison should show the available choices listed from lowest to highest in price. A print out of at least 3 cost comparisons at the time of booking must be included with travel approval and expense report documentation upon submittal.
- b. If the mode of transportation changes prior to the start of the travel a new pre-travel form must be resubmitted for COR approval. If the mode of transportation changes and a new pre-travel form cannot be completed, then a detailed explanation must be included on the post travel form.
- c. Cost comparisons are necessary for but not limited to the following:
  - i. Driving more than 400 miles one way or 800 miles roundtrip.
  - ii. Renting a car that is not compact or economy class.



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iii. Travel includes additional days of personal travel.

#### L. Local Travel

1. If local mileage, outside of daily commute, is a regular requirement for employee to fulfill contract/mission requirements, employees should consult their Magellan Federal Manager regarding mileage reimbursement eligibility. Any contract specific travel/mileage form or documentation requirements should be provided by the Magellan Federal Manager prior to first incurrence of local mileage.
2. Employees should consult Magellan Federal Manager for guidance regarding reimbursement eligibility for business related parking costs.

#### M. Business Meals, Employee Morale and Entertainment Expenses

1. Business meals taken with clients, prospects, or associates during which a business discussion takes place may be reimbursed. Use of business meals must have approval of the appropriate Magellan Federal Program Manager. See below for documentation requirements.
2. Entertainment expenses include events such as nightclubs, theatre, and sporting events when a business discussion takes place immediately before, during, or immediately after the event. An Magellan Federal Vice President must give written approval, in advance, of entertainment expenses. See below for documentation requirements.
3. Business meals and entertainment expenses must be supported by all the following documentation/information and be submitted with the Deltek Time & Expense report.
  - a. The restaurant's itemized receipt (reflecting meal/foods and non-alcoholic beverages---a copy of the credit card billing/receipt is not sufficient. Business meals will not be reimbursed without the itemized meal receipt). The receipt must also reflect the name of the establishment and date *Note: Alcohol is an unallowable expense. It is highly encouraged that all alcohol purchases be entered onto a separate receipt.*
  - b. The payment receipt (cash/credit card) showing total reimbursable costs to include tips.
  - c. A statement reflecting the agenda of the meeting or topic(s) discussed, the names and organizations of all attendees (including Magellan Federal employees), and minutes of the meeting.
  - d. In the case of entertainment expenses, the specific time the business discussion took place (i.e., before, during, or after the entertainment event).
4. Employee Morale expenses should be entered as an overhead unallowable cost for direct project employees, for indirect employees they should enter this cost under their normal charge code. Full detail receipts, including the name of the employee(s) that the expense was for, should be included in the receipt packet.

N. **Relocation Costs:** For questions regarding relocation reimbursement contact your Magellan Federal Program Manager. If you have received a relocation letter, information regarding what you can and cannot be reimbursed for will be contained within it. For any items not specifically listed, reference the JTR civilian relocation section and consult with the Magellan Federal Program Manager.

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- O. **Cellular Data Expenses:** Cellular data is typically not a reimbursable expense. If you have questions regarding contract/position required allowances, consult your Magellan Federal Program Manager.
- P. **Cancellation & Credits:**
1. If business travel is cancelled due to client direction, costs incurred by the traveler are reimbursable. Formal documentation/memorandum from the client is required to be included with the documentation/receipt packet for expense report. Credits for personally paid or BTA paid expenses may not be utilized for future travel without prior approval from the client and the Travel team. If credits are applied to future travel, the receipt for the original airfare as well as prior approval for utilizing the credit from the client must be included in the receipt packet
  2. If business travel is cancelled due to personal reasons, non-refundable costs including airfare are non-reimbursable and at cost to the employee.
- Q. **Non-Reimbursable Expenses:**
1. Expenses without proper documentation.
  2. Any expenses associated with personal travel.
  3. Travel expenses for a spouse or other family member(s) are not reimbursable as a business expense, unless specified under contract (i.e. authorized relocation).
  4. Excess baggage charges for personal luggage
  5. Lost baggage and loss/theft of personal funds/property.
  6. Rental/airfare upgrades not properly documented and approved.
  7. Babysitter fees.
  8. Charitable contributions.
  9. Personal gifts.
  10. Personal articles (i.e., toiletries, magazines).
  11. Gasoline, except for instances noted within this policy.
  12. Airline club dues.
  13. Barber/hairstylist.
  14. Laundry services.
  15. Traffic and parking fines.
  16. Toll pass convenience/administrative fees.
  17. Charges for in-flight movies or refreshment.
  18. Charges for hotel movies, games and/or other extra expenses for personal consumption.
  19. Avoidable “no-show” and rebooking charges for hotel, rental vehicle, or airfare.
  20. Early check-in/late check out fees for lodging.

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- 21. Additional optional airline costs.
- 22. Credit card late/delinquency fees.
- 23. Any expenses specified in the JTR as not reimbursable.



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## Appendix A.1

### Trip Cost Comparison

| Personal Travel Approval Form   |   |                              |
|---|---|------------------------------|
| <b>Employee Name:</b>   | <input type="text"/>                      | <i>First and Last Name</i>   |
| <b>Home Location:</b>   | <input type="text"/>                      | <i>City, State</i>           |
| <b>Approved Travel Location:</b>  | <input type="text"/>                      | <i>City, State</i>           |
| <b>Official Travel Dates:</b>   | <input type="text"/>                      | <i>MM/DD/YYYY-MM/DD/YYYY</i> |
| <b>Personal Travel Dates:</b>   | <input type="text"/>                      | <i>MM/DD/YYYY-MM/DD/YYYY</i> |
| <b>Location for Personal Travel*:</b>   | <input type="text"/>                      | <i>City, State</i>           |
| <b>Airfare for Official Travel:</b>   | <input type="text"/>                      | \$                           |
| <b>Airfare with Personal Travel:</b>  | <input type="text"/>                      | \$                           |
| <b>Difference in Flights:</b>   | <input type="text"/>                      | \$                           |
| <b>EE Signature:</b>  | <input style="width: 100%;" type="text"/> |                              |
| <b>Magellan Federal Manager Signature:</b>  | <input style="width: 100%;" type="text"/> |                              |
| <p>*Screenshots for airfare (lowest to highest) for official travel dates and for dates including personal travel must be included. If airfare with personal travel is greater than airfare for official travel only, the personal travel will not be approved for BTA purchase nor reimbursement.</p> <p>*Additional locations are not authorized. Leisure location must match business duty location.</p> |   |                              |

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## Appendix A.2

### Sample Cost Comparisons

Original business trip dates vs Business trip with personal leisure:

*\*Cost comparison for approved travel dates\**

Comparison must include: 1) Airline selected for actual travel 2) Economy class 3) Most economical fare 4) Approved travel dates 5) Approved duty location

WASHINGTON, DC TO SAN ANTONIO, TX  
MON, JUN 1 - FRI, JUN 5

Show as USD

Show matrix Print / Email

Shop by Fares Shop by Schedule

Flight Number Search  Sorted By: Price - Low to High

Displaying: 219 out of 471 results. Previous | Page: 1 of 22 | Next | All

|                   |                         |            |        |                               |
|-------------------|-------------------------|------------|--------|-------------------------------|
| American Airlines | 09:59a DCA → 03:00p SAT | 1 stop CLT | 6h 01m | <b>\$272.20</b><br>Hide Fares |
|                   | 01:37p SAT → 07:45p DCA | 1 stop CLT | 5h 08m |                               |

Hide all details ^

**DEPART** Mon, Jun 1 – Washington, DC to San Antonio, TX / 1h 30m layover in Charlotte, NC

|                          |                         |        |   |                            |
|--------------------------|-------------------------|--------|---|----------------------------|
| Mon, Jun 1               | 09:59a DCA → 11:35a CLT | 1h 36m | American Airlines 225<br>Airbus Industrie A321  | <a href="#">View seats</a> |
| Layover in Charlotte, NC |                         | 1h 30m | Charlotte Airport                               |                            |
|                          | 01:05p CLT → 03:00p SAT | 2h 55m | American Airlines 1712<br>Airbus Industrie A319 | <a href="#">View seats</a> |

**RETURN** Fri, Jun 5 – San Antonio, TX to Washington, DC / 45m layover in Charlotte, NC

|                          |                         |        |   |                            |
|--------------------------|-------------------------|--------|---|----------------------------|
| Fri, Jun 5               | 01:37p SAT → 05:32p CLT | 2h 55m | American Airlines 2013<br>Airbus Industrie A319         | <a href="#">View seats</a> |
| Layover in Charlotte, NC |                         | 45m    | Charlotte Airport                                       |                            |
|                          | 06:17p CLT → 07:45p DCA | 1h 28m | American Airlines 1855<br>Airbus Industrie A320-100/200 | <a href="#">View seats</a> |

**Fare Options**

|  | Free Checked Bags | Refundable            |  |                   |
|--|-------------------|-----------------------|--|-------------------|
| Main Cabin (O)<br><a href="#">Rules</a> <a href="#">Benefits/Services</a>          | 0                 | No                    |  | <b>\$272.20</b>   |
| Main Cabin Flexible (M)<br><a href="#">Rules</a> <a href="#">Benefits/Services</a> | 0                 | Yes<br>Fees may apply |  | <b>\$1,136.20</b> |

[View more fares](#)  
Sabre

Lowest fare  
#1

| Policy #    | Effective Date  | Approver  |
|-------------|-----------------|---|
| 02.07.01.BO | 1 November 2020 | Michelle Pilawa<br><i>Director, Program Finance</i> |

American Airlines<sup>1</sup>

09:59a DCA → 03:00p SAT 1 stop CLT 6h 01m

05:03p SAT → 11:46p DCA 1 stop CLT 5h 43m

<sup>1</sup> American Airlines 4700 operated by REPUBLIC AIRWAYS AS AMERICAN EAGLE

**\$272.20**

Hide Fares

#2

[Hide all details ^](#)

**DEPART** ✕ Mon, Jun 1 – Washington, DC to San Antonio, TX / 1h 30m layover in Charlotte, NC [Hide details ^](#)

Mon, Jun 1 09:59a DCA → 11:35a CLT 1h 36m American Airlines 225 [View seats](#)  
Airbus Industrie A321

*Layover in Charlotte, NC 1h 30m Charlotte Airport*

01:05p CLT → 03:00p SAT 2h 55m American Airlines 1712 [View seats](#)  
Airbus Industrie A319

**RETURN** ✕ Fri, Jun 5 – San Antonio, TX to Washington, DC / 1h 19m layover in Charlotte, NC [Hide details ^](#)

Fri, Jun 5 05:03p SAT → 09:01p CLT 2h 58m American Airlines 2528 [View seats](#)  
Airbus Industrie A319

*Layover in Charlotte, NC 1h 19m Charlotte Airport*

10:20p CLT → 11:46p DCA 1h 26m American Airlines 4700 [View seats](#)  
Embraer E-175  
Operated by REPUBLIC AIRWAYS AS AMERICAN EAGLE

| Fare Options   | Free Checked Bags | Refundable                           |   |                   |
|--|-------------------|--------------------------------------|---|-------------------|
| Main Cabin (O)<br><a href="#">Rules</a> <a href="#">Benefits/Services</a>          | 0                 | No                                   | ✔ | <b>\$272.20</b>   |
| Main Cabin Flexible (M)<br><a href="#">Rules</a> <a href="#">Benefits/Services</a> | 0                 | Yes<br><small>Fees may apply</small> | ⚠ | <b>\$1,136.20</b> |

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Sabre



| Policy #    | Effective Date  | Approver  |
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|  |                         |            |        |   |
|--|-------------------------|------------|--------|---|
|  | 09:59a DCA → 04:49p SAT | 1 stop CLT | 7h 50m | <b>\$272.20</b>   |
|  | 01:37p SAT → 07:45p DCA | 1 stop CLT | 5h 08m | <a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">Hide Fares</a> |

[Hide all details ^](#)

**DEPART** ✕ Mon, Jun 1 – Washington, DC to San Antonio, TX / 3h 15m layover in Charlotte, NC [Hide details ^](#)

|            |                                 |        |   |                                      |
|------------|---------------------------------|--------|---|--------------------------------------|
| Mon, Jun 1 | 09:59a DCA → 11:35a CLT         | 1h 36m | American Airlines 225 <a href="#">View seats</a>  | <small>Airbus Industrie A321</small> |
|            | <i>Layover in Charlotte, NC</i> | 3h 15m | <i>Charlotte Airport</i>                          |                                      |
|            | 02:50p CLT → 04:49p SAT         | 2h 59m | American Airlines 1988 <a href="#">View seats</a> | <small>Airbus Industrie A319</small> |

**RETURN** ✕ Fri, Jun 5 – San Antonio, TX to Washington, DC / 45m layover in Charlotte, NC [Hide details ^](#)

|            |                                 |        |   |  |
|------------|---------------------------------|--------|---|--|
| Fri, Jun 5 | 01:37p SAT → 05:32p CLT         | 2h 55m | American Airlines 2013 <a href="#">View seats</a> | <small>Airbus Industrie A319</small>         |
|            | <i>Layover in Charlotte, NC</i> | 45m    | <i>Charlotte Airport</i>                          |  |
|            | 06:17p CLT → 07:45p DCA         | 1h 28m | American Airlines 1855 <a href="#">View seats</a> | <small>Airbus Industrie A320-100/200</small> |

| Fare Options  | Free Checked Bags | Refundable                           |                                       |                   |
|---|-------------------|--------------------------------------|---------------------------------------|-------------------|
| Main Cabin (O)<br><small>Rules Benefits/Services</small>          | 0                 | No                                   | <span style="color: green;">✔</span>  | <b>\$272.20</b>   |
| Main Cabin Flexible (M)<br><small>Rules Benefits/Services</small> | 0                 | Yes<br><small>Fees may apply</small> | <span style="color: orange;">⚠</span> | <b>\$1,136.20</b> |

[View more fares](#)

Sabre

#3

| Policy #    | Effective Date  | Approver  |
|-------------|-----------------|---|
| 02.07.01.BO | 1 November 2020 | Michelle Pilawa<br><i>Director, Program Finance</i> |

### Sample Cost Comparisons Continued

*\*Actual travel including personal leisure\**

**\*If the comparison with approved travel dates is less than the flight including personal leisure, then the employee can only claim the cost comparison estimate\***

Show as USD

WASHINGTON, DC TO SAN ANTONIO, TX  
MON, JUN 1 - MON, JUN 8

Show matrix Print / Email

Shop by Fares **Shop by Schedule**

Flight Number Search

Sorted By: Price - Low to High

Displaying: 193 out of 473 results.

Previous | Page: 1 of 20 | Next | All

|  | 09:59a DCA → 03:00p SAT | 1 stop CLT                           | 6h 01m   | <b>\$272.20</b>            | <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Lowest fare</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center; margin-top: 5px;">#1</div> |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
|--|-------------------------|--------------------------------------|--|----------------------------|---|--------------|-------------------|------------|--|--|--|---|----|-------------------------------------|-----------------|---|---|--------------------------------------|--------------------------|-------------------|
|  | 01:37p SAT → 07:45p DCA | 1 stop CLT                           | 5h 08m   | <a href="#">Hide Fares</a> |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
| <a href="#">Hide all details</a>   |                         |                                      |  |                            |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
| <b>DEPART</b> ✕ Mon, Jun 1 – Washington, DC to San Antonio, TX / 1h 30m layover in Charlotte, NC <a href="#">Hide details</a>  |                         |                                      |  |                            |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
| Mon, Jun 1   | 09:59a DCA → 11:35a CLT | 1h 36m                               | American Airlines 225<br><small>Airbus Industrie A321</small>          | <a href="#">View seats</a> |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
| <i>Layover in Charlotte, NC</i>  |                         |                                      |  |                            |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
|  | 01:05p CLT → 03:00p SAT | 2h 55m                               | American Airlines 1712<br><small>Airbus Industrie A319</small>         | <a href="#">View seats</a> |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
| <b>RETURN</b> ✕ Mon, Jun 8 – San Antonio, TX to Washington, DC / 45m layover in Charlotte, NC <a href="#">Hide details</a>   |                         |                                      |  |                            |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
| Mon, Jun 8   | 01:37p SAT → 05:32p CLT | 2h 55m                               | American Airlines 2013<br><small>Airbus Industrie A319</small>         | <a href="#">View seats</a> |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
| <i>Layover in Charlotte, NC</i>  |                         |                                      |  |                            |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
|  | 06:17p CLT → 07:45p DCA | 1h 28m                               | American Airlines 1855<br><small>Airbus Industrie A320-100/200</small> | <a href="#">View seats</a> |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Fare Options</th> <th style="text-align: center;">Free Checked Bags</th> <th style="text-align: center;">Refundable</th> <th style="text-align: center;"></th> <th style="text-align: right;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Main Cabin (O)<br/><small>Rules Benefits/Services</small></td> <td style="text-align: center; padding: 5px;">0</td> <td style="text-align: center; padding: 5px;">No</td> <td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><b>\$272.20</b></td> </tr> <tr> <td style="padding: 5px;">Main Cabin Flexible (M)<br/><small>Rules Benefits/Services</small></td> <td style="text-align: center; padding: 5px;">0</td> <td style="text-align: center; padding: 5px;">Yes<br/><small>Fees may apply</small></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: right; padding: 5px;"><b>\$1,136.20</b></td> </tr> </tbody> </table> <p style="margin-top: 5px;"><a href="#">View more fares</a></p> <p style="margin-top: 5px;"><small>Sabre</small></p> |                         |                                      |  |                            |   | Fare Options | Free Checked Bags | Refundable |  |  | Main Cabin (O)<br><small>Rules Benefits/Services</small> | 0 | No | <input checked="" type="checkbox"/> | <b>\$272.20</b> | Main Cabin Flexible (M)<br><small>Rules Benefits/Services</small> | 0 | Yes<br><small>Fees may apply</small> | <input type="checkbox"/> | <b>\$1,136.20</b> |
| Fare Options   | Free Checked Bags       | Refundable                           |  |                            |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
| Main Cabin (O)<br><small>Rules Benefits/Services</small>   | 0                       | No                                   | <input checked="" type="checkbox"/>                                    | <b>\$272.20</b>            |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |
| Main Cabin Flexible (M)<br><small>Rules Benefits/Services</small>  | 0                       | Yes<br><small>Fees may apply</small> | <input type="checkbox"/>   | <b>\$1,136.20</b>          |   |              |                   |            |  |  |  |   |    |                                     |                 |   |   |                                      |                          |                   |

The comparison with approved travel dates is equal to the airfare including personal leisure.

Approved dates= \$272.20 (P13)

Personal Leisure=\$272.20



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| 02.07.01.BO | 1 November 2020 | Michelle Pilawa<br><i>Director, Program Finance</i> |

American Airlines

09:59a DCA → 03:00p SAT 1 stop CLT 6h 01m

01:37p SAT → 10:15p DCA 1 stop CLT 7h 38m

**\$272.20**

[Hide Fares](#)

#2

[Hide all details ^](#)

**DEPART** ✕ Mon, Jun 1 – Washington, DC to San Antonio, TX / 1h 30m layover in Charlotte, NC [Hide details ^](#)

|            |                                 |               |   |
|------------|---------------------------------|---------------|---|
| Mon, Jun 1 | 09:59a DCA → 11:35a CLT         | 1h 36m        | American Airlines 225 <a href="#">View seats</a><br><small>Airbus Industrie A321</small>  |
|            | <i>Layover in Charlotte, NC</i> | <i>1h 30m</i> | <i>Charlotte Airport</i>  |
|            | 01:05p CLT → 03:00p SAT         | 2h 55m        | American Airlines 1712 <a href="#">View seats</a><br><small>Airbus Industrie A319</small> |

**RETURN** ✕ Mon, Jun 8 – San Antonio, TX to Washington, DC / 3h 12m layover in Charlotte, NC [Hide details ^](#)

|            |                                 |               |  |
|------------|---------------------------------|---------------|--|
| Mon, Jun 8 | 01:37p SAT → 05:32p CLT         | 2h 55m        | American Airlines 2013 <a href="#">View seats</a><br><small>Airbus Industrie A319</small>        |
|            | <i>Layover in Charlotte, NC</i> | <i>3h 12m</i> | <i>Charlotte Airport</i>   |
|            | 08:44p CLT → 10:15p DCA         | 1h 31m        | American Airlines 545 <a href="#">View seats</a><br><small>Airbus Industrie A320-100/200</small> |

| Fare Options   | Free Checked Bags | Refundable                           |  |                   |
|--|-------------------|--------------------------------------|--|-------------------|
| Main Cabin (O)<br><a href="#">Rules</a> <a href="#">Benefits/Services</a>          | 0                 | No                                   |  | <b>\$272.20</b>   |
| Main Cabin Flexible (M)<br><a href="#">Rules</a> <a href="#">Benefits/Services</a> | 0                 | Yes<br><small>Fees may apply</small> |  | <b>\$1,136.20</b> |

[View more fares](#)

Sabre



| Policy #    | Effective Date  | Approver  |
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| 02.07.01.BO | 1 November 2020 | Michelle Pilawa<br><i>Director, Program Finance</i> |

09:59a DCA → 03:00p SAT 1 stop CLT 6h 01m

05:03p SAT → 11:46p DCA 1 stop CLT 5h 43m

<sup>1</sup>American Airlines 4700 operated by REPUBLIC AIRWAYS AS AMERICAN EAGLE

**\$272.20**

[Hide Fares](#)

[Hide all details ^](#)

**DEPART** ✕ Mon, Jun 1 – Washington, DC to San Antonio, TX / 1h 30m layover in Charlotte, NC [Hide details ^](#)

|            |                                 |               |   |
|------------|---------------------------------|---------------|---|
| Mon, Jun 1 | 09:59a DCA → 11:35a CLT         | 1h 36m        | American Airlines 225 <a href="#">View seats</a><br><small>Airbus Industrie A321</small>  |
|            | <i>Layover in Charlotte, NC</i> | <i>1h 30m</i> | <i>Charlotte Airport</i>  |
|            | 01:05p CLT → 03:00p SAT         | 2h 55m        | American Airlines 1712 <a href="#">View seats</a><br><small>Airbus Industrie A319</small> |

**RETURN** ✕ Mon, Jun 8 – San Antonio, TX to Washington, DC / 1h 19m layover in Charlotte, NC [Hide details ^](#)

|            |                                 |               |  |
|------------|---------------------------------|---------------|--|
| Mon, Jun 8 | 05:03p SAT → 09:01p CLT         | 2h 58m        | American Airlines 2528 <a href="#">View seats</a><br><small>Airbus Industrie A319</small>  |
|            | <i>Layover in Charlotte, NC</i> | <i>1h 19m</i> | <i>Charlotte Airport</i>   |
|            | 10:20p CLT → 11:46p DCA         | 1h 26m        | American Airlines 4700 <a href="#">View seats</a><br><small>Embraer E-175<br/>Operated by REPUBLIC AIRWAYS AS AMERICAN EAGLE</small> |

| Fare Options   | Free Checked Bags | Refundable                           |  |                   |
|--|-------------------|--------------------------------------|--|-------------------|
| Main Cabin (O)<br><a href="#">Rules</a> <a href="#">Benefits/Services</a>          | 0                 | No                                   |  | <b>\$272.20</b>   |
| Main Cabin Flexible (M)<br><a href="#">Rules</a> <a href="#">Benefits/Services</a> | 0                 | Yes<br><small>Fees may apply</small> |  | <b>\$1,136.20</b> |

[View more fares](#)

Sabre

#3



| Policy #    | Effective Date  | Approver  |
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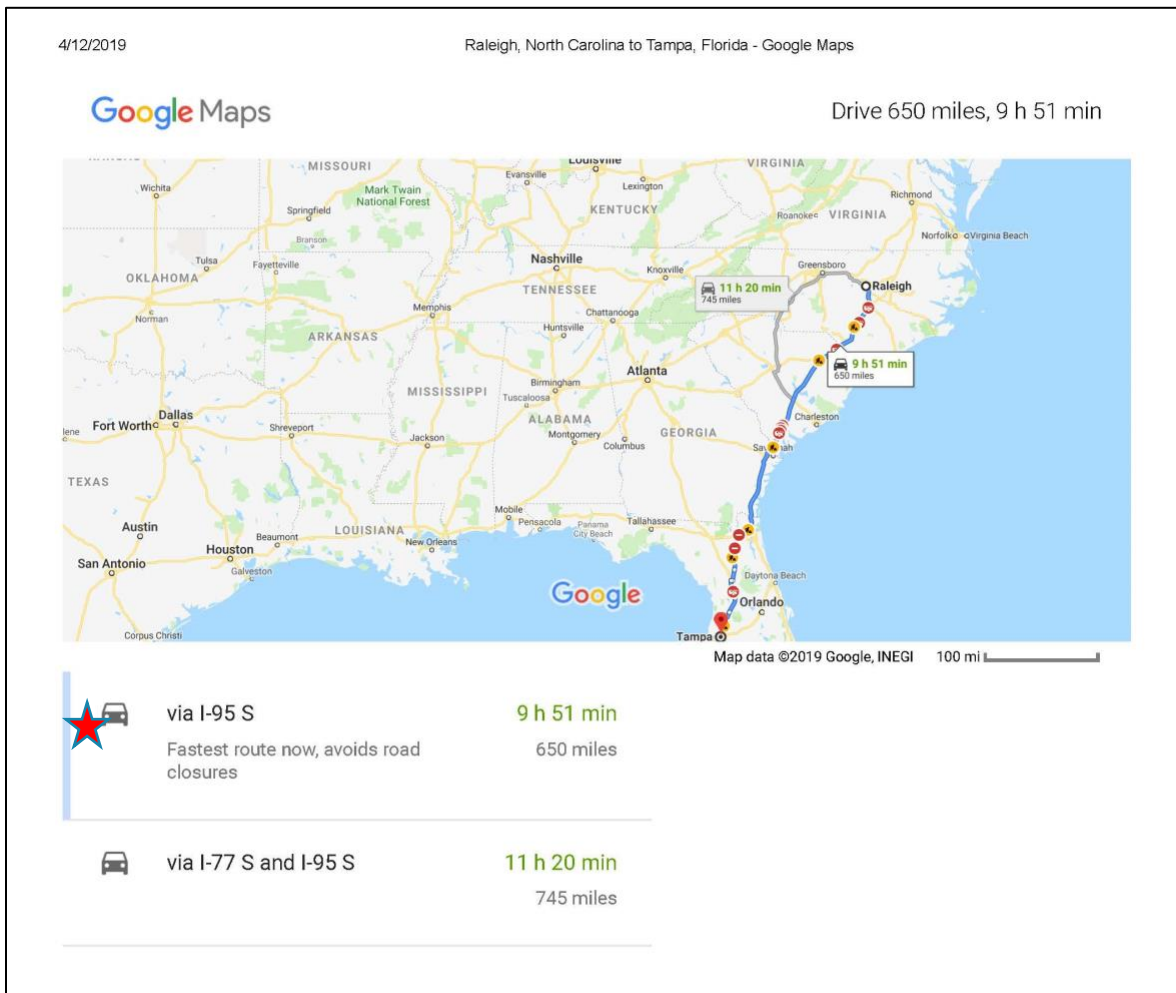
## Appendix A.3

### Sample Cost Comparisons

Driving Over 800 Miles Roundtrip vs Flying

Actual Travel:

$$650 \times 2 = 1,300 \times .575 \text{ (mileage rate)} = \$747.50$$



| Policy #    | Effective Date  | Approver  |
|-------------|-----------------|---|
| 02.07.01.BO | 1 November 2020 | Michelle Pilawa<br><i>Director, Program Finance</i> |

**Sample Cost Comparisons Continued**

Driving Over 800 Miles Roundtrip vs Flying

Cost Comparison:

Flying costs should exceed mileage costs.

Option #1: \$161.96

RALEIGH/DURHAM, NC TO TAMPA, FL  
MON, JUN 15 - THU, JUN 18

Show as USD

Show matrix Print / Email

Shop by Fares Shop by Schedule

Flight Number Search  Sorted By: Price - Low to High

Displaying: 295 out of 295 results. Previous | Page: 1 of 30 | Next | All

|           |                         |            |        |  |                  |
|-----------|-------------------------|------------|--------|--|------------------|
| Southwest | 06:20a RDU → 12:05p TPA | 1 stop ATL | 5h 45m | \$161.96<br><a href="#">View Fares</a> | 1<br>Lowest Fare |
|           | 05:35p TPA → 07:20p RDU | Nonstop    | 1h 45m |  |                  |
| Southwest | 08:55a RDU → 01:50p TPA | 1 stop BWI | 4h 55m | \$161.96<br><a href="#">View Fares</a> | 2                |
|           | 05:35p TPA → 07:20p RDU | Nonstop    | 1h 45m |  |                  |
| Southwest | 11:50a RDU → 03:45p TPA | 1 stop ATL | 3h 55m | \$161.96<br><a href="#">View Fares</a> | 3                |
|           | 05:35p TPA → 07:20p RDU | Nonstop    | 1h 45m |  |                  |
| Southwest | 06:20a RDU → 12:05p TPA | 1 stop ATL | 5h 45m | \$165.96<br><a href="#">View Fares</a> |                  |
|           | 01:50p TPA → 07:00p RDU | 1 stop BWI | 5h 10m |  |                  |

| Policy #    | Effective Date  | Approver  |
|-------------|-----------------|---|
| 02.07.01.BO | 1 November 2020 | Michelle Pilawa<br><i>Director, Program Finance</i> |

**Sample Cost Comparisons Continued**

Driving Over 800 Miles Roundtrip vs Flying

Option #2:

\$124.30

\$161.96 Airfare + \$124.30 Rental Car = \$286.26

**\*Airfare and rental car comparisons do not exceed the cost of mileage. Driving was not most economical\***

PICK UP: (TPA) ON MON, JUN 15 12:00 PM  
RETURN: THU, JUN 18 12:00 PM

Show as USD

| All 16 results | Economy Car | Compact Car | Intermediate Car | Standard Car | Full-size Car | Mini Van | Intermediate SUV | Standard SUV | Full-size SUV |
|----------------|-------------|-------------|------------------|--------------|---------------|----------|------------------|--------------|---------------|
| Most Preferred | 124.30      | 131.04      | 137.76           | 144.49       | 147.86        | 205.11   | 195.02           | 205.11       | 302.79        |
| Most Preferred | 131.04      | 137.76      | 144.49           | 151.26       | 154.62        | 211.88   | --               | --           | --            |

Sorted By: Policy - Most Compliant

Displaying: 16 out of 16 results.

**Economy Car - \$26.67 per day (Sabre)**  
 Automatic transmission  
 Unlimited miles, Pick-up: Terminal: TPA  
 Adults: 2, Children: 2, Large bags: 1, Small bags: 1\*\*  
 (Corporate rate) **Total cost\***  
\$124.30

Most Preferred Car Vendor for Magellan Federal Location details

**Compact Car - \$28.55 per day (Sabre)**  
 Automatic transmission  
 Unlimited miles, Pick-up: Terminal: TPA  
 Adults: 2, Children: 2, Large bags: 1, Small bags: 2\*\*  
 (Corporate rate) **Total cost\***  
\$131.04

Most Preferred Car Vendor for Magellan Federal Location details

**Economy Car - \$28.55 per day (Sabre)**  
 Automatic transmission  
 Unlimited miles, Pick-up: Terminal: TPA  
 Adults: 2, Children: 2, Large bags: 1, Small bags: 1\*\*  
 (Corporate rate) **Total cost\***  
\$131.04

Most Preferred Car Vendor for Magellan Federal Location details

**Sample Cost Comparisons Continued**

| Policy #    | Effective Date  | Approver  |
|-------------|-----------------|---|
| 02.07.01.BO | 1 November 2020 | Michelle Pilawa<br><i>Director, Program Finance</i> |

Driving Over 800 Miles Roundtrip vs Flying

Option #3:

\$7 x 5 days = \$35

**\*Most economical parking available\***

5/3/2019 Economy | Raleigh-Durham International Airport

**RDU** Raleigh-Durham International Airport

Airlines Maps Parking Shop & Dine Transportation Travel Info Airport Authority Contact Us

Premier Central Economy Express FAQs Other Info

### Economy

Economy 3 Rate: **\$1/hour or \$8/day\*\*** 100%  
**Full** | Current status as of May 3, 2019, 3:42 pm

Economy 4 Rate: **\$1/hour or \$7/day\*\*** 59% Full | Current status as of May 3, 2019, 3:42 pm

ParkRDU Economy lots have more than 9,000 spaces available just a [short shuttle ride away](#) from the terminals. Economy parking offers customers a great choice for low-cost on-airport longterm parking. You can't park closer for less.

- > Best on-airport value
- > Can't park closer for less
- > Free, frequent 24-hour shuttle service

Travel between ParkRDU facilities with ease by watching [our navigation videos](#).

Have you parked with us before? [Tell us about your ParkRDU experience](#).

Please Note: ParkEconomy 4 is credit card only for drive-up customers.



| Policy #    | Effective Date  | Approver  |
|-------------|-----------------|---|
| 02.07.01.BO | 1 November 2020 | Michelle Pilawa<br><i>Director, Program Finance</i> |

## Appendix A.4

### Sample Cost Comparisons

Car Rental Upgrade Without Prior Approval vs Acceptable Economy/Compact Rates

**\*A cost comparison will also be required if the receipt does not confirm the rental class charged\***

PICK UP: (SAN) ON MON, JUN 8 12:00 PM  
RETURN: FRI, JUN 12 12:00 PM

Show as USD

Hide matrix Print / Email

| All<br>16 results | Economy Car | Compact Car | Intermediate Car | Standard Car | Full-size Car | Mini Van | Intermediate SUV | Standard SUV | Full-size SUV |
|-------------------|-------------|-------------|------------------|--------------|---------------|----------|------------------|--------------|---------------|
| Most Preferred    | 176.68      | 185.96      | 195.67           | 204.89       | 210.69        | 290.39   | 276.18           | 294.33       | 431.08        |
| Most Preferred    | 185.96      | 195.22      | 204.93           | 214.21       | 220.00        | 299.71   | --               | --           | --            |

Sorted By: Policy - Most Compliant

Displaying: 16 out of 16 results. Previous 1 2 Next | All

**Economy Car - \$26.67 per day (Sabre)**  
 Automatic transmission  
 Unlimited miles, Pick-up: Terminal: SAN  
 Adults: 2, Children: 2, Large bags: 1, Small bags: 1\*\*  
 (Corporate rate)
 **Total cost\***  
\$176.68

Most Preferred Car Vendor for Magellan Federal Location details

**Compact Car - \$28.55 per day (Sabre)**  
 Automatic transmission  
 Unlimited miles, Pick-up: Terminal: SAN  
 Adults: 2, Children: 2, Large bags: 1, Small bags: 2\*\*  
 (Corporate rate)
 **Total cost\***  
\$185.96

Most Preferred Car Vendor for Magellan Federal Location details

**Economy Car - \$28.55 per day (Sabre)**  
 Automatic transmission  
 Unlimited miles, Pick-up: Terminal: SAN  
 Adults: 2, Children: 2, Large bags: 1, Small bags: 1\*\*  
 (Corporate rate)
 **Total cost\***  
\$185.96

Most Preferred Car Vendor for Magellan Federal Location details