

Travel Guidance

The following provides guidance to assist FTS employees who travel on official business. Additional contract specific guidance/restrictions may apply and will be provided by the applicable FTS Contract Manager. FTS corporate is responsible for adjudicating all travel requirements and accountings. Please direct any questions to FTS_Contracts@FTS-intl.com or call FTS corporate at 703-225-7660, Ext 0.

Temporary Duty (TDY) Travel Allowances

Travel Notification

Please email FTS_Contracts@FTS-intl.com and inform your FTS Team Lead/Program Manager if you are traveling. This is especially important for OCONUS TDYs. Many contracts require written approval from the customer before FTS staff can travel. Please understand your contract's requirements regarding potential travel limitations as well. If a non-FTS employee requests a travel estimate, please coordinate through FTS Contracts at FTS_Contracts@fts-intl.com first. Do not provide a travel estimate directly to another company or the government.

Travel Advances

In lieu of travel advances, FTS employees may submit Unanet travel expense reports with receipts before TDY completion. Generally, this is the cost of airfare and per diem incurred up until the date of submittal.

Reimbursement Policy

FTS will confirm receipt of the expense reports you submit. Please be sure to submit expense reports no later than 30 days after you complete your travel. Please allow up to 30 days after receipt of a valid expense report for FTS to deposit the reimbursement to your bank of record.

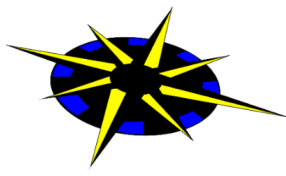
Reimbursable Travel Expenses

FTS reimburses the following travel expenses:

- Transportation
- Per diem – Lodging and Meals and Incidental Expenses (M&IE)
- Other FTS approved costs

Time and Expense (Unanet) Expense Reporting

Unless your contract specifies otherwise, employees must submit all expense reports using our Time and Expense (Unanet) application. You can find the Unanet application at <https://ftsinternational.unanet.biz/ftsinternational/action/home> along with the Unanet instructions on our FTS website. For expense reports, please make sure the description of the report includes the trip purpose and location. When using Unanet, please remember to include comments for all expenses, particularly the tolls/parking/taxis category or anything without a receipt attached. Attach receipts for all expenses over \$75.



Vacation in Conjunction with Business Travel

If you combine vacation with business travel, the amount you request for reimbursement must not exceed what you would have incurred if the trip was for business purposes only. Employees must provide documentation demonstrating costs incurred were not higher due to vacation or personal time (e.g. attach the airfare itinerary and cost for business trip only in addition to actual airfare receipt).

Transportation Expenses

Airfare

Employees should book the price of airfare at the lowest price available during normal business hours. FTS Corporate must approve deviations from this policy in advance and include the following circumstances:

- Requires circuitous routing
- Travel is during unreasonable hours
- Excessively prolongs travel
- Results in increased costs that would offset transportation savings
- Is not reasonably adequate for the physical/medical needs of the traveler
- Not reasonable to meet mission requirements

If the flight falls into one of those categories, please attach the justification to the expense report. If you have a change in travel plans, please provide a written explanation and any supporting documentation.

For any flight originating in the United States with an overseas final destination, you must use a U.S. certified air carrier.

Use of a Privately-Owned Vehicle (POV)

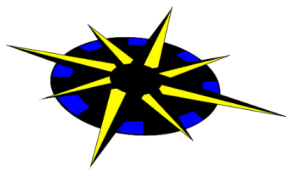
Employees may use a privately-owned vehicle (POV) for official travel and FTS will reimburse based on the current GSA mileage rate computed automatically in Unanet. In accordance with JTR 2805, FTS will only cover mileage in excess of an employee's regular daily commute. In addition to mileage allowances, employees may request reimbursement for parking, ferry, bridge, road, and tunnel fees as well as tolls. If an employee prefers to use their POV for official travel vs. airfare, they will not be reimbursed for mileage in excess of the airfare cost and must include the airfare quote to their expense report.

Use of Government Vehicles

FTS employees may use Government vehicles if the appropriate Government representative authorizes use of the vehicle.

Use of Rental Car and Supplemental Insurance

In general, employees should use the lowest priced vehicle available. If you are deviating from the lowest vehicle class (e.g., compact, economy), please include a comment citing rationale (e.g. carpool, bad weather, lowest price available at time of rental, etc.). If you are traveling to an OCONUS location, please ask your Program Manager if you are authorized to rent a car. FTS' insurance policy covers FTS employees for CONUS travel. Depending on OCONUS conditions, you may want to purchase supplemental insurance offered at the rental agency.



Per Diem Expenses

FTS authorizes and reimburses up to full per diem for lodging and M&IE, unless the contract specifies otherwise. If the Government has approved lodging in excess of per diem, please provide this justification along with your expense report.

Please use the Per Diem Wizard in Unanet to calculate your per diem rates. Unanet automatically calculates M&IE on the first and last travel days at 75% of the full M&IE rate.

Traveling Across the International Date Line

When you cross the international dateline (IDL), Unanet automatically calculates your actual elapsed travel time for the per diem entitlement rather than calendar days.

Non-Workdays while TDY (weekend, legal Federal Government holiday, or other scheduled non-workdays)

FTS will allow non-workday travel expenses if your mission requires you to stay over a weekend or non-work day.

Taxes

FTS reimburses lodging taxes as a miscellaneous travel expense in addition to the lodging per diem for CONUS and non-foreign OCONUS locations (e.g. Puerto Rico, Alaska, Hawaii, and Guam). For foreign OCONUS locations, taxes are included in the maximum per diem amount.

Defense Base Act (DBA)

The Defense Base Act (DBA) (42 U.S.C. 1651 et seq.) provides workers compensation type insurance coverage for contractor employees performing under government contracts outside the United States. For OCONUS travel, FTS will arrange for DBA coverage.

24 -hour DBA Emergency Contact Information:

From the United States:

Toll Free: (866) 795-9988

Direct: (312) 822-1395

Fax: (312) 894-2685

From outside the United States:

Direct: 001-312-822-1395; Fax: 001-312-894-2685

Making Arrangements & Paying for Travel

FTS travelers may use any method they prefer and may request reimbursement for reasonable travel service company fees. If an external company is utilized, the employee is still responsible for ensuring their travel arrangements are compliant with FTS policies and any applicable contract specific requirements.

Keeping Frequent Flyer Miles & Other Promotional Benefits

FTS employees may retain promotional items received incidental to official travel, including frequent flyer miles.