



Travel Guidance

Cost Comparison

14-Hour Rule

Seat Upgrades

Cost Comparison

- When is a comparison necessary?
 - Personal days in conjunction with Business
 - Extending the duration of a trip for personal days;
 - Prior, During or After,
 - Same location as business, or
 - Adding new destination (countries, states, localities)
 - Business only
 - Multi-destination trip with non-workdays between business destinations,
 - Departing from airport other than PHF, ORF, or RIC,
 - Rental Car vs Privately Owned Vehicle,
 - Do not extend even if cost savings will be recognized;
 - See slide “Travel Days to Meet Business Need”
- Who completes the comparison?
 - Travel Coordinator,
 - Traveler if making their own travel arrangements

Comparison Continued

- When is the cost comparison to be completed?
 - Before Travel Services has released the TA,
 - Attached Business only itinerary to the TA.
- What is included in the comparison?
 - A search for the lowest available flight to meet the business need;
 - Print or Save the itineraries and ensure current date is on document,
 - Attach business itinerary to the TA
- Traveler will be responsible for ALL expenses relating to the personal portion of the trip.

Travel Days to Meet Business Need

“All travel plans going forward should be made to meet the dates of the business need only. Should an employee plan in advance to take an outgoing or return flight requiring extra days before or after the days needed to meet the business needs including normal flight times, these days are attributable to personal time and the employee is responsible for all additional costs for the additional day(s) (e.g. lodging, per diem, rental car, etc.). These costs are not netted against any cost savings from the airline ticket cost. Any exceptions must be pre-approved by the Accounting Manager. Exceptions may include unplanned travel changes beyond the control of the traveler during the planned trip, which will be coordinated with Travel Services / Omega Travel consistent with policy.”

14 Hour Rule

- Federal Acquisition Regulation 31.205-46 Travel Costs
 - (b) Airfare costs in excess of the lowest priced airfare available to the contractor during normal business hours are unallowable except when such accommodations require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in increased cost that would offset transportation savings, are not reasonably adequate for the physical or medical needs of the traveler, or are not reasonably available to meet mission requirements. However, in order for airfare costs in excess of the above airfare to be allowable, the applicable condition(s) set forth above must be documented and justified
- Federal Travel Regulation 301-10.125
 - You may use the 14-hour rule to travel via other than coach-class when:
 - The origin and/or destination are OCONUS; and
 - The scheduled flight time, including non-overnight stopovers and change of planes, is in excess of 14 hours; and
 - You are required to report to duty the following day or sooner.
 - Scheduled flight time is the flight time between the originating departure point and the ultimate arrival point including scheduled non-overnight time spent at airports during plane changes. Scheduled non-overnight time does not include time spent at the originating or ultimate arrival airports.
 - If other than coach-class accommodation is authorized based on the 14-hour rule then you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site, in accordance with internal agency procedures pursuant to [§301-70.102\(j\)](#)
 - Countries that do not qualify;
 - Canada, Cost Rica, Denmark, Dominican Republic, France, Germany, Ireland, Italy, Mexico, Netherlands, Portugal, Spain, Switzerland, and United Kingdom
- Current Jlab Policy
 - Lowest available coach class airfare to meet the business objective,

14 Hour Rule Examples

Guidance in applying the 14 hour Rule Upgrade & Rest Period Options Identify the Start of Business and Work Back to Identify Business Travel Day

No Upgrade - Rest Period

Friday	Dep	6pm	Earns 3/4 per diem
Saturday	Arr	8am	Earns 1 day per diem and nights lodging and CANNOT incur lodging expense for Friday night.
Sunday	Rest Period		Earns 1 day per diem and nights lodging
Monday	Business Starts		Earns 1 day per diem and nights lodging

No Upgrade - No Rest Period

Saturday	Dep	6pm	Earns 3/4 day per diem and nights lodging
Sunday	Arr	8am	Earns 1 day per diem and nights lodging and CAN incur lodging for Saturday night.
Monday	Business Starts		Earns 1 day per diem and nights lodging

Flight Upgrade - Rest Period not permitted

Saturday	Dep	6pm	Earns 3/4 per diem
Sunday	Arr	8am	Earns 1 day per diem and nights lodging and CANNOT incur lodging expense for Saturday night.
Monday	Business Starts		Earns 1 day per diem and nights lodging

Seat Upgrades

- JLab Policy
 - Seat upgrades are considered personal preference and not reimbursed with contract funds,
 - If no seat is assigned prior to arriving at airport, go to the airline counter, they must give you a seat at no additional cost
 - Trend has been that seats are being assigned prior to boarding pass availability
 - Concur system will continue to pre-assign seats as airlines release inventory