



EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS OFFICE OF LEGAL EDUCATION (OLE)

INVITATIONAL TRAVEL VOUCHER INFORMATION

LODGING, LODGING TAX, AND TRANSPORTATION

- If the traveler stayed at the National Advocacy Center (NAC) or the Inn at USC (used as an overflow hotel), the lodging and lodging tax charges are zero.
- If the traveler charged the airfare directly to OLE's account using the CWTSato number provided in the instructions, transportation charges will be zero.

MEALS AND INCIDENTAL EXPENSES (M&IE)/PER DIEM

- Breakfast and lunch are provided at the NAC; therefore, M&IE is broken down as follows: first day (travel day) is \$45.75, each full day is \$31.00, and typically the last day is \$15.75.
 - Last day per diem: the general rule is that the last day per diem amount is \$15.75. There may be some exceptions depending on the course end time and flight schedules.
 - Exceptions will not be made for travelers who choose not to eat at the NAC.
- During two-week courses, meals are provided on Saturday. Breakfast and lunch is served on Saturday–M&IE should be \$31.00. Sunday–M&IE should be \$61.00.
- For courses held at a location other than the NAC, please refer to course-specific instructions or to www.gsa.gov for current M&IE rates.

PRIVATELY-OWNED VEHICLE (POV)

- Privately-Owned Vehicle (POV) should only be used if advantageous to the government.
- POV mileage (plus parking at the NAC at \$5/day, if applicable) will only be reimbursed up to the cost of the common carrier (lowest cost ticket, including non-contract) + \$ estimate for miscellaneous travel (i.e. estimated cost to/from local airport; for courses at the NAC, please do not estimate to/from Columbia, SC, airport since free shuttle service is provided by OLE) + \$50 estimate for baggage (roundtrip). For current POV mileage rates, please refer to www.gsa.gov.

TAXI, MILEAGE, AND PARKING EXPENSES

- For NAC courses:
 - If the dinner shuttle is available, taxis to/from dinner will not be reimbursed.
 - Taxi expenses to/from the Columbia airport require an explanation (i.e., flight delayed and missed last bus). Free transportation is provided to/from the Columbia, SC, airport on a frequent basis and should be used instead of taxis.
- Parking at the home airport is reimbursable as well as mileage to/from the home airport.
- For current mileage rates, please refer to www.gsa.gov.

BAGGAGE FEE

- Reimbursement for one checked bag is authorized, unless attending a two-week course.
- Overweight/oversized baggage expenses will not be reimbursed.
- Travelers attending a two-week course are authorized two checked bags; however overweight/oversized baggage expenses will not be reimbursed.

RENTAL CARS

- Authorization for a rental car must be approved via the travel authorization PRIOR to travel.
- Rental cars may be authorized to travel to the NAC if the following criteria are met:
 - Government vehicle is not available.
 - A determination has been made that it is more cost effective (include all costs; parking, etc.).
- Rental cars are not authorized while staying at the NAC. OLE provides bus transportation to/from the airport and to/from Five Points and Vista areas for dinner.

OTHER EXPENSES

- Tolls, ATM fees, fuel for rental car or government vehicle, and laundry/dry cleaning costs (travelers are only reimbursed for dry cleaning expenses while on official travel for six consecutive nights and receipts are required).

The Office of Legal Education will process vouchers as soon as possible, however, no later than 30 days from the date the voucher is received.

Please call our travel helpline at (803) 705-2177 for assistance with travel-related questions.

