



## **Training Participant Travel Expenses & Reimbursement Policy**

### **Per Diem**

A flat rate per diem will be provided for participants for meals and incidental expenses (M&IE). For JATC personnel (instructors/coordinators), the per diem will be processed through the Participant's JATC. For all others, the per diem will be paid directly to the Participant. The amount of the per diem will be based on the General Services Administration (GSA) per diem rate for M&IE for the location of the meeting, training, or other requested work on behalf of the ITI. Please visit [www.gsa.gov/perdiemrates](http://www.gsa.gov/perdiemrates) for the most current GSA per diem rates for the meeting location. First and last day (travel days) are calculated at 75% of the per day rate. If meals are provided during the program, the applicable GSA amount will be deducted from the Participant's daily per diem rate.

### **Travel**

Two Travel options are available to Participants:

#### **Option 1: Prepaid Airline Ticket Purchased by ITI for Participants**

Participants should carefully identify the preferred airport of departure on their application. Tickets will be purchased through the Sheet Metal Transportation Corporation to match the selected airport. Any changes after the purchase will be at the expense of the Participant.

#### **Option 2: Driving to Training Program or Arranging your own Travel**

A participant selecting this option is required to plan his/her travel to insure full participation in the program. Participants will be reimbursed at the current IRS rate or the lowest supersaver airfare available to the ITI whichever is less. The ITI will make this calculation, and you will receive a check at the end of the program.

### **Lodging**

The ITI will contract and pay the hotel room and tax for each Participant. Participants will be responsible for room service, telephone calls, and other incidental charges. **Note** – A participant, who chooses to (1) arrive early or (2) depart after the training program schedule, is responsible for paying the extra night(s) of lodging.

### **Miscellaneous**

- ITI Pays for Participant's transportation to/from the training facility each day.
- Local area Participants are not eligible for mileage reimbursement.
- When air travel is required, no baggage cost is reimbursable.
- Other reasonable expenses incurred for ITI business must be pre-approved by the ITI Administrator if they are to be reimbursed.