



Children's Bureau

Title IV-E Foster Care Eligibility Reviews

Travel Guidelines and Information

WHAT TO DO IN A TRAVEL EMERGENCY

If a flight is canceled or delayed because of mechanical or crew issues and there are no other flights departing that day, the airline is obligated to pay for hotel accommodations and provide food vouchers. Airline customer service staff should assist you with these arrangements. If a flight is canceled or delayed because of weather, go to the airline customer service staff to arrange an alternate flight. You may contact the JBS staff person if overnight hotel accommodations are needed. They will contact the hotel where review site accommodations have been arranged, make hotel arrangements for you at the JBS room rate, and help arrange transportation to the hotel, if necessary.

If you need to leave a training or review immediately because of an illness or emergency at home, JBS staff will work with Travel-On to find a flight for you.

If you cannot reach the JBS staff person, please call Travel-On at 888-387-4073, or the after-hours emergency travel service at 1-877-858-3254. JBS will reimburse you for the additional room night and meals and incidental expenses if you require an additional day of travel because of an emergency. There normally will not be additional flight costs; however, JBS will cover any additional travel costs.

TRAVEL DETAILS FOR A REVIEW

AIRPORT PARKING

We will reimburse you for airport parking. We encourage you to use economy parking (if available). You may choose to park in daily parking lots, but your claim for parking fee reimbursement cannot exceed the cost of roundtrip taxi/shuttle service between your home or office and the airport. You will be responsible for any difference in costs. If you need help determining which lots are considered economical, please contact JBS at 301-565-3260 or cw@jbsinternational.com.

CONTACTING THE TRAVEL AGENCY

You should use the nearest major airport to your home (within 2 hours' driving time when possible). JBS will reimburse you for shuttle/taxi fare or personal vehicle mileage to that airport, whichever we determine is the most economical travel option. Travel-On will assist you with finding the lowest available airfare at reasonably located airports. Your ticket must be at the lowest fare available, which may include one connecting flight. You are not expected to book a flight that will require you to leave your home before 6 a.m. to travel to the airport or to arrive at your home after midnight from the airport.

Please contact the travel agency below to make your travel arrangements. You must review your itinerary and confirm your ticket booking with the travel agent on the same day you call to make your reservations. *Please do not use the emergency telephone number to make your reservations.*

Travel-On
240-387-4073 (local)
888-387-4073 (toll-free)
<http://www.tvlon.com/travel-request-form-2/>

HONORARIA

JBS will pay you at the rate of \$20 per hour for participating in up to 6 hours of review-related conference calls, and a maximum of \$200 per day spent in participating in review week activities.

REIMBURSEMENT

TRANSPORTATION

JBS will reimburse you for all necessary transportation to and from the review in which you are participating. This includes hotel and airport parking fees, roundtrip mileage between home and airport, or taxi/shuttle service to and from the airport, as well as related luggage and porter tips and fees. See below for additional details about baggage check-in at the airport. Please note that JBS cannot reimburse you for local travel expenses after you have arrived at the review location. Receipts are NOT required for expenses under \$25. Please see the guidelines below for important details about the documentation that needs to be submitted with your expense voucher.

In addition, the reimbursable cost for airport parking cannot exceed the cost for roundtrip taxi/shuttle service between your home or office and the airport. By signing the expense voucher, you certify that any reimbursement requested for airport parking meets these requirements.

If JBS approves your request to rent a car for the review week, we will provide additional instructions on the reimbursable costs associated with the rental.

CALCULATING PERSONAL VEHICLE MILEAGE

If you use your personal vehicle to drive to and/or from the airport, train station, or review site, please use Google Maps® at <http://maps.google.com> to calculate the distance. Reimbursement for driving your personal vehicle instead of flying to a review site must be approved in advance by JBS, and will not exceed the total cost of flying to and from the review. We will reimburse you at the current Federal Government personal vehicle rate of 57.5 cents per mile.

MEALS AND INCIDENTAL EXPENSES

For individuals who live more than 50 miles (one way) from the site location and spend 12 hours or more away from their home or the office to attend the review each day, the standard meals and incidental expenses (M&IE) rate for your site is intended to reimburse you for meals (breakfast, lunch, and dinner and related tips and taxes) and incidental expenses (fees and tips given to hotel porters, bellhops, and transportation between places of lodging and locations where meals are taken).

The reimbursement for the first and last day of travel is calculated at a flat three-fourths of the applicable M&IE rate, but you are eligible for the full M&IE rate for the non-travel days in which you are participating in the review, regardless of how much you actually spend. **Disclaimer:** M&IE rates are subject to change without prior notification. In accordance with Federal guidelines, we will reimburse you based on the rate applicable during the week of the review. See the Guidelines for Completing the Expense and Honorarium Vouchers for an example.