

Travel and Per Diem Expenses

If required in the Client Order Form, Abacode will be reimbursed for approved travel costs and out-of-town costs incurred as follows:

- Actual costs of travel including airfare (or mileage reimbursement for auto travel), airport parking, lodging, and other expenses directly related to accomplishing business travel objectives.
- Actual meal and incidental expenses (M&IE) while out-of-town.
- Lodging and M&IE will be reimbursed in accordance with the rates and limits established on the site: <http://www.gsa.gov/perdiem> as of day of signature.

All travel expenses, including meals, will be recorded as a separate line item for each expense receipt. Expense reports will be accompanied by receipts for all individual expenses of \$25.00 dollars or more. Travel time for Abacode personnel will be billed at half-time. That is, for each two hours incurred, we would charge the hourly cost per person per labor grade. This is portal to portal.