

STANDARD PROCESS B402

Section B: Financial Management/Travel
Number/Title: B402/SAIC-Frederick, Inc., Travel Policy
Date Issued: June 2004
Revision: July 2009
SP Contact: Travel Coordinator, 301-846-1924

I. Purpose

This Standard Process (SP) provides general travel guidelines to SAIC-Frederick, Inc., travelers, as well as individuals involved in preparing travel packages. These guidelines are provided to simplify the preparation process, ensure convenient travel arrangements, and address general travel situations.

II. References

Federal Acquisition Regulations (FAR) <http://www.arnet.gov/far/>

Federal Travel Regulations (FTR) <http://www.gsa.gov/fttr>

United States General Services Administration <http://www.gsa.gov/>

NCI-Frederick–Travel Policy and Forms <http://home.ncifcrf.gov/saic/bpdocs/travelpage.htm>

III. Definitions

FAR: Federal Acquisition Regulations

FTR: Federal Travel Regulations

SP: Standard Process

IV. Scope

This SP is applicable to all SAIC-Frederick, Inc., employees.

V. Processes/Guidelines

Please refer to <http://home.ncifcrf.gov/saic/bpdocs/travelpage.htm> for guidelines on domestic travel, foreign travel, travel related to training, and to access travel forms.

A. Responsibilities

An SAIC-Frederick, Inc., employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this policy. SAIC-Frederick, Inc., employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

VI. Attachments

(NONE)

VII. Records

The Travel Department will maintain all records.