



## INTRODUCTION

The following travel policies are designed to aid University faculty and staff members in planning domestic and out-of-country travel on University business.

Domestic travel is defined as travel within the continental limits of the United States and Canada. Travel to all other locations, including the states of Alaska and Hawaii and the country of Mexico, are considered out-of-country travel.

The following policies have been promulgated by the Board of Trustees and officers of the University. The Office of the Senior Vice President for Finance and Operations is responsible for the travel section of the Policy Manual. Questions regarding these policies should be directed to that Office.

Future travel policy statements, or revisions of these statements, will be released for inclusion in the Policy Manual when they become effective.



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## APPROVAL OF TRAVEL AND USE OF TRAVEL SERVICES

PURPOSE:

To outline University policy for obtaining the approval of domestic and out-of-country travel on University business, as well as provision of travel services by the University.

APPROVAL OF DOMESTIC TRAVEL:

- > All University employees traveling to "domestic" locations on University business must obtain the appropriate approvals (per Policy AD-17) on a completed Travel Expense Account in order to receive reimbursement of any expenses incurred. (See Policy TR-5 for the definition of domestic travel, and other Policies in this section for expenses which may be reimbursed.) Requests must be submitted in sufficient time for review and processing.

APPROVAL - OUT-OF-COUNTRY TRAVEL:

All requests for out-of-country travel are made by preparing the "Request for Out-of-Country Travel Authorization" (page 7.3 in the General Forms Usage Guide). The Travel Itinerary and Per Diem Computation Worksheet (page 7.2 in the General Forms Usage Guide), which lists the traveler's tentative itinerary, is also prepared and is attached to the Request for Out-of-Country Travel Authorization.

Approval for out-of-country travel to be reimbursed from Restricted Funds must comply with the provisions of the appropriate granting agency.

- > All requests for out-of-country travel must be approved in advance by the appropriate budget executive. All requests must be submitted in sufficient time for review and processing.

ANNUAL REPORTS:

University budget executives must submit annual reports to the appropriate senior University officer summarizing all out-of-country travel in any amount, supported from General Funds. The form to be used "Annual Report of Out-of-Country Travel Expenses Supported From General Funds" (form GF7-B), is available through Systems and Procedures upon request.

APPROVAL - PROFESSIONAL MEETINGS:

For approvals required when attending or participating in professional meetings, see Policy TR-B.

TRAVEL SERVICES:

As part of a University travel services program available to faculty and staff, a Travel Services Office is located within the Department of Purchasing Services. This office is available for coordinating the management of business travel for the University by contracting with various travel agencies to assure the lowest fares, proper ticketing, and better all around service.

- > When air or rail tickets for domestic or out-of-country travel are to be billed to the University, the contracted travel agencies must be used. Requests will be processed by using the form "Authorization to Direct-Bill Air and Rail Transportation," via the EASY Form "DBAF." This authorizes the contracted travel agencies (currently Center For Travel located in State College, and Omega World Travel with offices in State College, The Milton S. Hershey Medical Center, downtown Pittsburgh, and DuBois) to bill the University directly for air and rail travel. Instructions for using "DBAF" appear on page 7.6 in the General Forms Usage Guide.

Any commissions, rebates, overrides, credits (other than standard credits granted on credit card purchases), free trips, etc., issued by travel agencies as part of any University business travel transactions, must be directed to the Travel Services Office in 504 Rider Building for proper accountability.

CERTIFICATE OF CURRENT COST OR PRICING DATA

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in Section 15.801 of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.804-2) submitted, either actually or by specific identification in writing, to the contracting officer or to the contracting officer's representative in support of HFP RS-RES-92-040 entitled "Maintenance of the TRAC BWR Thermal-Hydraulic Simulation Computer Code for Reactor Transients" are accurate, complete and current as of May 21, 1992. This certification includes the cost or pricing data supporting any advance agreements and forward pricing rate agreements between the offeror and the Government that are part of the proposal.

THE PENNSYLVANIA STATE UNIVERSITY

July 15, 1992  
Date of Execution

David A. Shirley  
David A. Shirley  
Senior Vice President for Research and  
Dean of the Graduate School



## TRAVEL ADVANCES AND REIMBURSEMENT OF TRAVEL EXPENSES

PURPOSE:

To present the University Policy for obtaining advances for travel, identifying legitimate travel expenses incurred in carrying out the regular and necessary business of the University, and to set forth procedures for reimbursing eligible persons for such expenses.

ELIGIBILITY:

Only full-time regular employees may obtain a travel advance. However, under unusual circumstances, exceptions may be made for part-time employees, graduate assistants and fellows, if these persons hold an appointment with the University. Part-time or casual employees paid on the non-regular (Wage) payroll are not eligible to obtain an advance.

TRAVEL ADVANCES:

- > Advances for less than \$25 will not be issued.
- > For domestic travel, advances are available only for an amount adequate to cover meals and incidental expenses. The current maximums are \$35 and \$45 per day for travel to regular and high-cost areas, respectively. The Universal Air Travel Plan (through contracted travel agencies) should be used to purchase air or rail travel. The Corporate American Express charge card, personal check or credit cards must be used to pay for lodging and car rentals. Faculty and staff at CES campuses, Penn State Erie - The Behrend College, and Penn State Harrisburg may (since they may not have ready access to the contracted travel agencies) continue to receive advances. See the grid "Authorizations for Travel Advances" on page 3.
- > Requests for out-of-country travel advances must be accompanied by the Travel Itinerary and Per Diem Computation Worksheet and Request for Out-of-Country Travel Authorization (Page 7.2 and 7.3 in the General Forms Usage Guide). All requests for out-of-country travel must be approved in advance in accordance with the requirements of Policy TR-1. Air and rail travel may be directly billed to the University by using the electronic form DBAF. (See the grid "Authorizations for Travel Advances" on page 3.)
- > Cash advances of \$25 to \$200 are obtained by presenting a Request for Cash Advance, properly approved by the budget administrator concerned, to the Financial Officer or Bursar. Final settlement of the advance must be made immediately upon returning from the trip and in no case later than five (5) days after the completion of the trip.

Cash advances in excess of \$200.00 must be requested on the Special Request for Check. The Special Request for Check form must be properly approved by the budget administrator or budget executive concerned, and submitted according to instructions in the General Forms Usage Guide (Page 1.7). Such requests require several days for processing and for issuance of a check to the employee.

Any employee failing to settle a cash advance within sixty (60) days from completion of travel will be duly notified that the full amount of the advance is being deducted from his or her next salary payment. In addition, all such employees will be ineligible for future cash advances. For instructions relating to the preparation of the Request for Cash Advance form, refer to Page 1.3 in the General Forms Usage Guide.

> NOTE:

If air or rail travel is arranged through a contracting travel agency by using the EASY form "DBAF," a Travel Expense Account **MUST** be prepared, even if there are no other expenses claimed for reimbursement. If air or rail expenses are charged to the University and no Travel Expense Account is submitted within 60 days, the amount of the air or rail travel will be charged to the budget and fund indicated on the DBAF. Instructions for the New Travel Expense Account (with red shading) appear on page 7.5 in the General Forms Usage Guide.



## TRAVEL ADVANCES AND REIMBURSEMENT OF TRAVEL EXPENSES

### REIMBURSEMENTS

Reimbursement is made only for necessary expenses essential to the ordinary comforts of a traveler in the performance of his or her official duties.

Regulations prohibit individuals traveling on official University business from charging anything to the University in the name of the University except air and rail travel arranged through the "DBAF." This applies to charges at any non-University location, including areas adjacent to a University Campus (See Policy TR-7 for exception regarding the charging of meals directly to the University).

All claims for reimbursement are made by preparing a Travel Expense Account and submitted according to instructions in the General Forms Usage Guide. All Travel Expense Accounts submitted for reimbursement must have all necessary receipts attached and must be approved by the budget administrator or budget executive and the Financial Officer of the area involved (See Policy AD-17). Travel Expense Accounts for budget administrators must be approved by the budget executive. Travel Expense Accounts are subject to audit and approval by the Corporate Controller.

NOTE There are now two Travel Expense Account forms, as follows:

- Form #1.18 (OLD form) may still be used for all travel that does not involve air or rail travel, or that does not utilize the direct billing of air or rail tickets to the University - Instructions for the use remain on page 7.1 of the General Forms Usage Guide. These forms will no longer be stocked in General Stores - please use old forms where possible until they are exhausted.
- Form #1.18a (NEW form with red shading) must be used for all travel utilizing the "Authorization to Direct Bill Air and Rail Transportation," EASY form "DBAF." Instructions for the use of this form appear on page 7.5 of the General Forms Usage Guide. Any reorder for Travel Expense Account forms will be filled with this form. This form is valid for reporting all reimbursable travel expenses.

Employees are not to use Purchase Orders to purchase tickets for individual travel or to purchase meals or lodging.

### REIMBURSEMENT - DOMESTIC AND OUT-OF-COUNTRY TRAVEL

- > NOTE Airline and rail travel obtained through the contracting travel agencies is directly billed to Travel Services through the Authorization to Direct Bill Air and Rail Transportation Form (EASY form "DBAF") and will not be reimbursed to the employee. Even if no other expenses are to be reimbursed, a Travel Expense Account **MUST** be prepared and submitted for the air or rail travel.

Domestic travel will be reimbursed on an actual expense basis, with limitations as described in University Policy TR-5. Out-of-country travel will normally be reimbursed on a per diem basis. For instructions relating to the preparation of the Travel Expense Account, refer to the Travel Section of the General Forms Usage Guide.

For out-of-country travel, once a particular expense reimbursement method has been selected for a University-sponsored trip, it is not permissible to switch to the alternate reimbursement method for a portion of that trip.

- > All claims for out-of-country travel expenses computed on a per diem basis are made by preparing the Travel Itinerary and Per Diem Computation Worksheet (Form GF7.2) which substantiates the traveler's claims for per diem allowance. It is attached to and submitted with the Travel Expense Account, along with the original Request for Out-of-Country Travel Authorization (Form GF7.3) and a copy of the Authorization to Direct Bill Air and Rail Transportation, EASY form "DBAF." (if air or rail travel was arranged through a contracted travel agency).



TRAVEL ADVANCES AND REIMBURSEMENT OF TRAVEL EXPENSES

AUTHORIZATIONS FOR TRAVEL ADVANCES

	University Park	Hershey	Commonwealth Campuses Penn State Erie Penn State Harrisburg
<u>DOMESTIC TRAVEL</u>			
Air/Rail	No Advances (Direct Bill Opt)	No Advances (Dir Bill Mandated)	Advances OK (Direct Bill Opt)
Meals & Incidentals (1)	Advances OK	Advances OK	Advances OK
Lodging/car rental	No Advances	No Advances	Advances OK
<u>OUT-OF-COUNTRY</u>			
Air/Rail	No Advances (Direct Bill Opt)	No Advances (Dir Bill Mandated)	Advances OK (Direct Bill Opt)
Meals & Incidentals (2)	Advances OK	Advances OK	Advances OK
Lodging (2)	Advances OK	Advances OK	Advances OK
Car Rental	Advances OK	Advances OK	Advances OK

- (1) Limited to \$35 per day (\$45 per day for high cost areas per Appendix 11 in the General Forms Usage Guide).
- (2) Limited to established per diem rates as shown in Appendix 10 in the General Forms Usage Guide.





TRANSPORTATION BY COMMON CARRIER

PURPOSE:

To state the University policy governing the selection of a carrier and the routing of travel.

MODE OF TRAVEL:

The mode of travel must be justified on the basis of the most economical use of time of the personnel involved and the requirements of the trip.

ROUTING OF TRAVEL:

All travel will be by the most accepted and direct route. Travel by other routes may be allowed when the official necessity is satisfactorily established and approved by the budget executive.

INTERRUPTED OR EXTENDED TRAVEL:

- > Whenever a traveler, for his or her own convenience, travels by an indirect route, or interrupts or extends travel by direct route, the additional expense will be borne by the traveler. The employee is responsible for all expenses in excess of those charges as would have been incurred by traveling the most direct route.

FARES

Train and bus fare on any trip must not exceed the regular first-class fare charged the general public. Advantage must be taken of round-trip or excursion rates whenever it is possible to obtain them.

AIRLINE ACCOMMODATIONS

- > When commercial airlines are used as the mode of travel, accommodations shall be for excursion or coach class. First-class, business class, and other accommodations in excess of excursion or coach class rates are not permitted.
- > Airline travel accommodations should be made through the contracted travel agencies by using the "Authorization to Direct Bill Air and Rail Transportation," via the EASY form "DBAF."

NOTE:

Trip Cancellation or Default Protection insurance is a personal cost and is not a reimbursable expense. Also, any flight insurance other than that provided by the contracted travel agencies is a personal cost and is not reimbursable.

TAXI FARE:

Taxi fares are reimbursable only when it is necessary to use such means of transportation. Receipts are not necessary.

TRAVEL RECEIPTS:

- > Original ticket stubs (passenger receipts) from all airline and rail tickets, must be attached to the Travel Expense Account when it is submitted for reimbursement.

NOTE:

Travel agency invoices or statements and credit card slips/receipts alone are not adequate support documentation. They must be accompanied by the associated ticket stubs (Passenger Receipts).





TRANSPORTATION BY OTHER THAN COMMON CARRIER

POLICY MANUAL

PURPOSE:

To outline University policy governing travel accommodations by other than common carrier that are reimbursable as travel expenses.

MODE OF TRAVEL:

The mode of travel must be justified on the basis of the most economical use of time of the personnel involved and the requirements of the trip. Purchase Orders are not to be used to purchase tickets for air or rail transportation.

ROUTING OF TRAVEL:

All travel will be by the most accepted and direct route. Travel by other routes may be allowed when the official necessity is satisfactorily established and approved by the budget executive.

INTERRUPTED OR EXTENDED TRAVEL

Whenever a traveler, for his or her own convenience, travels by an indirect route, or interrupts or extends travel by direct route, the additional expense will be borne by the traveler. Reimbursement for expenses will be based only on such charges as would have been incurred by traveling the most direct route.

UNIVERSITY - OWNED VEHICLES

University-owned vehicles should be used for transportation on official business, and should be reserved at University Park through Fleet Operations or by consulting the campus executive officers well in advance of a planned trip. Refer to Policy TR-10 in this manual for the rates and policy governing usage of the University Fleet Operations Service.

PRIVATELY - OWNED VEHICLES \*

At the discretion of the budget executive involved, privately-owned vehicles may be used by University personnel in positions normally requiring frequent or regular travel on irregular schedules in performance of official duties.

- > Effective October 31, 1991, the use of privately-owned vehicles is reimbursable at the rate of 25c per mile. Authorized reimbursable mileage will be as published on the official highway map of the Pennsylvania Department of Transportation. Mileage allowances must cover all operating costs, including repairs, insurance, gasoline, depreciation, towage and other similar expenditures, regardless of whether University-owned equipment is carried. Any traffic or parking fine incurred during the use of a privately-owned vehicle in the course of University business must be paid by the individual and will not be reimbursed by the University.

For University personnel whose duties require only infrequent or irregular travel, privately-owned vehicles may be used for travel if there are no University-owned vehicles available, and if the destination cannot be reached conveniently by common carrier. In such cases, the use of privately-owned vehicles should have prior approval of the budget executive involved.

If a privately-owned vehicle is used by one person when the destination can be reached conveniently by common carrier, reimbursement for transportation shall not exceed the cost of the common carrier fare.

Several staff members who plan the same itinerary for the same dates should travel in a group whenever possible. Mileage allowance under these circumstances is authorized for only the one member of the group whose vehicle is used.

In the event of an accident involving injuries or damages to other persons or property while a privately-owned vehicle is used on University business, the employee must notify the University Risk Management Office. Such notification is necessary to provide for any potential involvement of the University. The financial loss for damage to a privately-owned vehicle used on business is not reimbursable by the University.

\* NOTE: Privately-owned vehicles do not include privately-owned aircraft.



## MEALS AND LODGING - DOMESTIC TRAVEL

EXPENSES FOR UNIVERSITY GUESTS

- > Any expenses for individuals other than the employee must be identified, explained, and approved by the appropriate budget executive.

EXPENSES FOR SPOUSE

Reimbursement for all travel expenses, including meals and lodging, is limited to those of the University employee traveling on authorized University business, and does not include those of a spouse. If lodging is for an employee and spouse, reimbursement is limited to the usual single room rate, which must be indicated on the face of the hotel/motel bill.



## MEALS AND LODGING - OUT-OF-COUNTRY TRAVEL

### PURPOSE:

To outline University policy governing reimbursement of meals and lodging expenses incurred while on out-of-country travel.

### DEFINITION:

Out-of-country travel is defined as travel to all locations outside the continental limits of the United States and Canada. For purposes of this policy, therefore, the states of Alaska and Hawaii and the country of Mexico are considered out-of-country.

### REIMBURSEMENT:

Out-of-country travel expenses for meals and lodging will normally be reimbursed on a per diem basis. It is permissible under unusual circumstances for an employee to use an actual expense basis in lieu of accounting for subsistence expenses on a per diem basis. However, an explanation of why the per diem basis was not used must accompany the Travel Expense Account. Once a particular expense reimbursement method has been selected for a University-sponsored out-of-country trip, it is not permissible to switch to the alternate reimbursement method for a portion of that trip.

All claims for reimbursement are made by preparing a Travel Expense Account. For instructions relating to the preparation of the Travel Expense Account, refer to the Travel Section of the General Forms Usage Guide.

- > All claims for out-of-country travel expenses computed on a per diem basis are made by preparing the Travel Itinerary and Per Diem Computation Worksheet (Form GF7-2) which substantiates the traveler's claims for Per Diem Allowance. It is attached to and submitted with the Travel Expense Account, along with the original Request for Out-of-Country Travel Authorization and a copy of the Authorization to Direct Bill - Air and Rail Transportation, EASY form "DBAF" if it was used.
- > If the actual reimbursement method of travel expenses has been approved for use, all out-of-country Travel Expense Accounts submitted for reimbursement must have all necessary receipts attached and must be approved by the appropriate budget administrator or budget executive and the Financial Officer of the college, campus or division. Travel Expense Accounts are subject to audit and approval by the Corporate Controller.

### LIMITATIONS:

Out-of-Country travel on General Funds will be considered only in unusual circumstances where exceptional benefits will accrue to the University as a result of the trip. (See Policy TR-1 for required prior approval for out-of-country travel.)

Travel from University Park, Pennsylvania, or from other University locations to the point of departure from the country, and from the point of arrival upon return to the country to these same University locations, is considered domestic travel and will be reimbursed on an actual expense basis.

### PER DIEM ALLOWANCE DEFINED:

Per diem is a flat daily allowance in lieu of subsistence expense that includes all charges for meals, lodging, all fees and tips to waiters, porters, baggage-men, bellboys and hotel maids, and telegrams and telephone calls reserving hotel accommodations. Receipts for these expense items are not required for per diem reimbursements. The term "lodging" does not include accommodations on airlines or trains; these expenses are not subsistence expenses. When lodging and/or meals are provided at reduced costs, or at no cost to the traveler, the applicable per diem rate will be adjusted accordingly.



MEALS AND LODGING - OUT-OF-COUNTRY TRAVEL

POLICY MANUAL

PER DIEM RATES

The maximum per diem rates for travel beyond the continental limits of the United States will conform, as nearly as possible, with the maximum rates of per diem allowances established for travel in foreign areas by Department of Defense Joint Travel Regulations, Volume 2, Civilian Personnel. A list of per diem rates for out-of-country travel, including Alaska, Hawaii, and Mexico, will be found in Appendix 10 of the General Forms Usage Guide.

PER DIEM RATES WHILE TRAVELING

When the period of travel by commercial conveyance (except ship) is 6 hours or more actual elapsed time, the per diem rate is \$6.00. This travel time includes stopovers of less than 6 hours for authorized delays incident to transportation. The period of travel involved herein will begin with the departure of the commercial conveyance from or to the continental United States (or between different localities outside the continental United States), and will end upon arrival at the scheduled destination.

Stopovers of 6 hours or more at any one place are considered interruptions of the en-route travel period, and the per diem rate stated for the locality in which the stopover occurs will apply, beginning the next full quarter day (see "Days Defined" below and Appendix 10 of the General Forms Usage Guide).

Aboard a commercial ship, when meals and lodging are furnished as part of the purchase price of transportation, the per diem rate is \$6.00 per day for the first nine (9) calendar days and fractional days of embarkation and debarkation. However, for trips of more than nine (9) calendar days' duration, a \$2.00 per diem rate will apply for each calendar day in excess of nine (9) days and the fractional days of embarkation and debarkation.

DAYS DEFINED

In computing the per diem for continuous travel of more than 24 hours, the calendar day (midnight to midnight) will be the unit. Per diem is allowable at the rate of one fourth of the daily rate for each of the following periods of six hours or fraction thereof: 0001 to 0600, 0601 to 1200, 1201 to 1800, 1801 to 2400. Such periods of six hours must be consecutive, and the first of these must begin with the same time the travel status begins.

CROSSING INTERNATIONAL DATE LINE

On computing per diem when crossing the international date line (180th meridian), actual elapsed time will be used rather than calendar days.

CHANGES OF PER DIEM RATE

When a change in per diem rate is made during a day, the rate of per diem in effect at the beginning of that quarter of the calendar day in which the change occurs shall continue to the end of the quarter. The new rate of per diem will begin with the succeeding quarter of the day. For example, if an employee were in a status from midnight to 0800 which entitled him or her to receive a per diem allowance of \$20.00, and in a status from 0800 to midnight which entitled him or her to a per diem allowance of \$24.00, the allowance for the day would be computed as follows:

From midnight to 1200	$2/4 \times \$20 = \$10$
From 1200 to midnight	$2/4 \times \$24 = \underline{12}$
TOTAL per diem allowance for the day	\$22



## MEALS AND LODGING - OUT-OF-COUNTRY TRAVEL

EXPENSES FOR UNIVERSITY GUESTS

- > Any expenses for individuals other than the employee must be identified, explained, and approved by the appropriate budget executive.

EXPENSES FOR SPOUSE

Reimbursement for all travel expenses, including meals and lodging, is limited to those of the University employee traveling on authorized University business, and does not include those of a spouse. If lodging is for an employee and spouse, reimbursement is limited to the usual single room rate, which must be indicated on the face of the hotel/motel bill.

EXTENDED TRAVEL STAYS

For University policy concerning expenses incurred during an extended stay outside of the continental United States, see Policy TR-9.



OTHER TRAVEL AND RELATED EXPENSES

PURPOSE:

To outline University policy governing other travel and related expenses.

TRAVEL EXPENSES OF NON-UNIVERSITY EMPLOYEES:

- > Reimbursement of travel expenses to persons other than University employees, e.g., colloquium speaker, prospective employee, etc., are subject to the same regulations which pertain to University employees. The non-employee, or budget executive, will complete a Travel Expense Account, attaching any required receipts. The budget executive, after signing the Travel Expense Account thereby approving the expenditure, will process it for payment in accordance with the usual procedure. (The reimbursement check will be mailed to the non-employee unless otherwise required by the budget executive.) If the University arranges for air or rail travel for non-University employees, such arrangements must be made through the EASY form DBAF and the contracted travel agencies (and directly billed to the University via the Universal Air Travel Plan), rather than be reimbursed to the traveler.

ENTERTAINMENT EXPENSES:

The incurring of reimbursable entertainment expenditures is prohibited except in the most unusual circumstances. To qualify for reimbursement, entertainment expenses must be clearly deemed by the designated budget executive to be in the best interest of the University. Under no circumstances is it permitted to entertain U. S. Government employees, as such is prohibited by Federal law.

CHARGING MEALS DIRECTLY TO THE UNIVERSITY:

The only persons authorized to charge meal expenses directly to the University at non-University locations are members of the President's staff, academic deans and Campus Executive Officers.

ALCOHOLIC BEVERAGES:

Under no circumstances can the purchase of alcoholic beverages be charged to the University as an expense. This policy includes the Nittany Lion Inn as well as all other restaurants, clubs, taverns, etc. (See also Policy AD 16)

TRAVELER'S CHECKS:

- > Traveler's checks are provided at no cost through the University's contracted travel agencies and should be obtained at those locations whenever possible. The cost of traveler's checks purchased in connection with travel on University business from other locations are reimbursable but should not exceed the amount reasonably needed to cover the reimbursable cash expenditures.

TRAVEL INSURANCE:

- > Individual travel insurance is provided through the University's contracted travel agencies. Additional insurance is considered a personal expense and the cost will not be reimbursed by the University.

INDIVIDUAL MEMBERSHIP DUES:

Individual membership dues in professional or technical societies, associations, or organizations are normally not reimbursable. See Policy PS-12 for full details on individual professional organization memberships. Individual membership fees to airline travel clubs or groups (e.g., U. S. Air Club) are considered personal expenses and are not reimbursable from any funds received and/or administered by the University, regardless of the source of such funds.



## OTHER TRAVEL AND RELATED EXPENSES

PASSPORTS AND VISAS

- > The University's contracted travel agencies provide assistance in obtaining passports and visas with no additional processing fee, and their services should be utilized whenever possible. Reimbursement will be allowed for actual passport and visa fees for travel outside the continental United States on University business.

OTHER PERSONAL EXPENSES

Expenditures for laundry, valet service, barber and similar items are considered personal expenses and are not reimbursable.

OTHER BUSINESS EXPENSES

Please refer to Policy FN-10.



PURPOSE:

To outline the University's policy concerning reimbursement expense for travel to professional meetings or conventions.

APPROVAL:

It is expected that budget administrators will manage funding for employee attendance at appropriate professional and industrial meetings to permit such participation by personnel as is possible within the funds available. When professional travel is for the personal benefit of the employee, that employee will be expected to bear the cost of such travel.

Reimbursement for professional meeting expenses incurred while on official leave may not be made unless such reimbursement is specifically approved in advance by the appropriate budget executive.

REIMBURSABLE EXPENSES:

The employee will receive reimbursement or partial reimbursement as is agreed to in advance by the budget executive.

- > Reimbursement of an approved registration fee of less than \$50 need not be supported by a receipted bill or other evidence. If the registration fee is \$50 or more, a receipted bill, a copy of the program, or other literature in which the fee is printed, will be required for reimbursement.



EXTENDED TRAVEL STAYS OUTSIDE THE CONTINENTAL  
LIMITS OF THE UNITED STATES

PURPOSE

To state University policy concerning expenses incurred during an extended stay outside of the continental United States.

SUBSISTENCE EXPENSES:

Whenever an employee's tour of travel requires that an extended period of time be spent at a temporary location, the applicable per diem allowance will be paid the employee while traveling, and for a reasonable period of time (not to exceed three (3) weeks) which is required to become established at a temporary location. Actual and necessary subsistence expenses incurred after becoming established at a temporary location are reimbursed on an actual-cost basis and must be itemized on the Travel Expense Account. Separate daily amounts spent must be listed for (1) lodging, (2) meals, and (3) all other subsistence expenses. Receipts shall be required at least for lodging.

The period of an extended travel stay at a temporary location outside the continental limits of the United States, along with the estimated cost of actual subsistence expenses, must be specified on the Request for Out-of-Country Travel Authorization.

NON-TRAVEL EXPENSES

The employee should request a cash operating fund in accordance with the University policy for cash funds. This fund will be used to pay for those non-travel expenditures which may be required by the program being conducted during the extended stay of the employee outside the continental limits of the United States. Upon the employee's return to the point of origin, the operating fund must be accounted for as soon as possible in accordance with University policy requiring receipts, etc.



PURPOSE:

To state the University policy governing the use of Fleet Operations' vehicles by University employees for official University business.

GENERAL:

Fleet Operations, a Division of the Office of Business Services of The Pennsylvania State University, has the responsibility for providing safe, modern vehicles for official travel of the University.

Fleet Operations has the sole authority for assigning and scheduling reservations for Fleet vehicles. Preventive maintenance will be scheduled and repairs controlled by Fleet Operations.

VEHICLES AVAILABLE:

Sub-compact, compact, intermediate, and full-size vehicles are available. A limited number of vans, 15-passenger maxi-wagons, and four-wheel drive vehicles are also available. When transporting small equipment and supplies, a van should be utilized. Without exception, passenger vehicles should not be used for this purpose. Four-wheel drive vehicles are to be used for all off-the-road situations and rough terrain.

CONDITIONS FOR VEHICLE USAGE:

Fleet vehicles may be driven only by University employees 21 years of age or over and who hold a valid appropriate class Pennsylvania Operator's license. Students who are not employed by the University are not permitted to drive Fleet vehicles; however, they may act as a relief driver when accompanying a faculty or staff member on a long trip. Under extenuating circumstances, exceptions may be considered when certain established criteria have been met and proper advance approvals have been given in writing. Department heads are responsible for permitting only competent, able, and currently licensed employees to drive these vehicles.

Fleet vehicles are provided as a service to the University community and the privilege should not be abused. Vehicles are not to be used for shopping, personal errands, etc. Every driver of a University vehicle is cautioned that any fine incurred must be paid by the individual and will not be reimbursed by the University. Upon receipt of a parking violation notice and resulting fine, the University Risk Management Office first identifies the vehicle from the license number on its records and then checks with the department having jurisdiction over this vehicle to determine who the driver of the vehicle was at the time of the violation. The Risk Management Office then forwards the notice or summons to that driver, or the budget executive as circumstances dictate. If the fine is not paid by the individual driver within 30 days of notification, or by the time indicated on the notice, an affidavit will be sent from the Risk Management Office to the issuing magistrate, identifying that driver to the magistrate.

All Fleet vehicles are in good condition and have gasoline credit cards in them when assigned. The user has the responsibility of returning the vehicle in good condition to Fleet Operations. Credit cards may be used only for gas, oil, and emergency repairs which have been authorized by Fleet Operations. Credit cards must be returned with the vehicle to Fleet Operations.

- > Fleet vehicles are covered by \$500.00 deductible collision insurance. The department involved will be charged the first \$500.00. Damage to a vehicle through misuse will also be charged against the budget paying for the use of the vehicle. Employees abusing the privilege of using Fleet vehicles will be denied future use.

RESERVING A FLEET VEHICLE:

In order to be assured the use of a Fleet vehicle, faculty and staff members should make requests as far in advance as possible. To accomplish this, they should call Fleet Operations to reserve a vehicle AND prepare a Reservation/Authorization for use of University Vehicle form (via IBIS "VRES" or see the General Forms Usage Guide page 7.4). The approved reservation form, when submitted to Fleet Operations, authorizes the direct billing of the driver's budget as shown on the form.



COST OF VEHICLE USAGE:

> Vehicle usage is charged at a daily rate, plus a rate per-miles driven. These rates are as follows:

<u>Vehicle Type</u>	<u>Daily Rate</u>	plus	<u>Per-Mile Rate</u>
> Subcompacts, Sedans or Wagons	\$14.00		16c
Compacts, Sedans or Wagons	16.00		18c
Standard Size, Sedans or Wagons	18.00		20c
Large Size, (6 pass) Sedans, Cargo Vans	20.00		22c
Station Wagons (9 pass), Mini-Vans, Mini 4WD	23.00		25c
Standard Size Four-Wheel Drive	26.00		28c
Four Wheel Drive Suburban & Maxi-Vans (15 pass)	33.00		35c

These vehicles are also available by the week, month or year at rates available from Fleet Operations. Buses, trucks and certain other special vehicles are also available.

It may become necessary from time to time to add a temporary surcharge to these rates because of the current world oil situation. Such charges will receive appropriate approval before being implemented, and will be announced through the Intercom and via notices in Fleet Operations.

CHARGE FOR DRIVER:

When a driver is furnished by Fleet Operations for any vehicle, the charge is \$19.00 per hour (\$32.00 per hour on University Holidays), plus driver's expenses.

DEPARTURE AND RETURN TIMES:

To prevent inconvenience to others scheduled to use the vehicles, departure and return times should be estimated as carefully and accurately as possible. Vehicles must be picked up the morning of the day they are to be used, unless special arrangements have been made with Fleet Operations, and returned to the Fleet parking lot upon return to the State College area. They are not to be taken to an individual's home and kept overnight. In those cases where vehicles are reserved and not picked up, the minimum daily rate for the vehicle reserved will be charged. When a vehicle is returned to the parking lot after hours, it should be locked and the keys placed in the key box at the Dispatch Office. Gasoline receipts are to be left in the plastic credit card case in the locked glove compartment.

Fleet Operations Hours: Monday through Friday - 6:00 A.M. to Midnight  
Saturday and Sunday - 7:00 A.M. to 3:00 P.M.

FULL-TIME ASSIGNMENTS:

Full time assignment of Fleet vehicles is made for a specific time period, generally on an annual basis. Written justification and Fleet approval is required to initiate such an assignment and is required annually thereafter to continue it. Full-time assignments are under constant review and may be recalled by Fleet if it is determined that the assignment is no longer justified.

Full-time assignment requests should include: (1) a detail of vehicle needs for conducting official University business, (2) reasons why these needs cannot be met by periodic use of "pool" vehicles, (3) the type and class of vehicle desired, (4) the person(s) who will be operating the vehicle, (5) the precise University location where the vehicle will be parked overnight, (6) estimated monthly mileage, (7) the specific time period for which the vehicle is being requested, (8) the title and number of the University budget to which charges shall be made, and (9) the approval signature of the appropriate budget executive.

FULL-TIME ASSIGNMENTS: (Continued)

Automobiles may be assigned full-time to departments on a monthly basis for those periods when the dean or department head is reasonably sure that the car will be driven at least 1,000 miles per month. Individuals assigned vehicles on a monthly, quarterly, or yearly basis are NOT authorized to use them to travel to and from their home. The vehicles are not to be housed in an individual's garage. Vehicles should be available for other campus needs. Anyone observed violating these guidelines will be denied future use and subject to disciplinary action.

To provide proper accountability, it will be necessary for the budget administrator to assign a person who will be responsible for reporting monthly mileage use to assist in accomplishing scheduled maintenance, and for providing additional assistance and information as requested by Fleet Operations. Requests approved by Fleet Operations will be completed as vehicles become available.

Departments with vehicles assigned full-time will be billed directly by Fleet Operations each month (rather than via IDT).

MAINTENANCE:

Fleet vehicles are serviced and maintained on a regularly scheduled basis. All vehicles, whether on monthly, quarterly, or yearly assignments, must be returned to Fleet Operations for servicing a MINIMUM of twice a year, preferably in the Spring and Fall. Vehicles showing need for repair or service must be returned to Fleet Operations at University Park as soon as possible.



## CHARTER FLIGHT SERVICE

PURPOSE:

To state the University policy governing the use of charter flight service.

CHARTER FLIGHT SERVICE DEFINED:

Charter flight service is the hiring of University-owned or other available aircraft by authorized University personnel for official University business. Arrangements for charter flight service can only be made through the University Park Airport, or through the Director of Business Services (or his/her counterpart) at a non-University Park Location. The actual contracting for charter flight service must follow normal procurement regulations as specified in Policy PC-2 (Purchasing Section), using a properly executed University Purchase Order to procure the charter. Charter flight service is not to be confused with commuter service, which involves regularly scheduled flights to pre-determined locations available to anyone who purchases a flight ticket at a travel or ticket agency.

FLIGHT POLICY:

All charter flights operate under applicable Federal Aviation Regulations. In the interest of safety, all charter flights must be made in TWIN ENGINE aircraft with a crew of TWO PILOTS. All University staff pilots are air transport-rated and participate in a continuous program of training.

FLIGHT COSTS

Current charter flight rates may be obtained from University Park Airport, or through the Director of Business Services at non-University Park locations. In chartering a plane for University business, cost factors that should be considered are:

- 1.) The cost of flying time between University Park or non-University Park locations and the destination, coming or going.
- 2.) The cost of layover (time spent on the ground) at the destination point.
- 3.) Overnight pilot fees at the destination point.
- 4.) Ferry fees, landing and parking fees.
- 5.) All of the above items may vary, depending on the type of aircraft desired or available.

AIRCRAFT AND OPERATORS AVAILABLE:

*For travel from University Park:* When aircraft are available and seating capacity is sufficient to satisfy the flight, University-owned and operated aircraft will be scheduled. If University aircraft are not available, other aircraft will be used to make the flight as scheduled, using normal procurement regulations (Policy PC-2). These other aircraft are owned and operated by competent and reputable taxi operators from the surrounding area. University Park Airport personnel have personally checked these operators and have found them to be operating under high safety standards.

- > *For travel from non-University Park locations:* The Assistant to the Vice President for Business and Operations will submit to the Director of Business Services of each of these locations a certified list of acceptable charter flight operator(s) serving that location. No other operator will be considered acceptable by the University for purposes of travel and reimbursement for travel.

SCHEDULING A CHARTER FLIGHT:

Approval to schedule a chartered flight is required by a member of the President's staff, an Academic Dean, a Campus Executive Officer, the Provost and Dean of Behrend College, or the Provost at Capital College. Flights originating at University Park must also have the approval of the University's Corporate Controller. Flights are to be scheduled by contacting the University Park Airport; or the Commonwealth Campus, Behrend College, or Capital College Director of Business Services (or counterpart); or the Executive Assistant to the Dean at the Hershey Medical Center, if possible, a week in advance of the desired departure date. Information given to the Airport, or to the above named University officials, should include the number of passengers, date and time of departure, destination, layover time, and information concerning the return trip.



## FLIGHT CREWS AND USE OF UNIVERSITY AIRCRAFT

PURPOSE:

To state the University's policy on employees participating as a crew member in aircraft and the University's policy on the use of aircraft owned, leased or rented by the University.

FLIGHT CREWS:

No University employee will fly as pilot-in-command or as a crew member in any aircraft while conducting University business except:

1. Professional pilots employed by the University to serve as staff pilots or flight instructors.
2. Other qualified University personnel flying as pilot-in-command or as a crew member to conduct University academic instruction or research with permission of the appropriate budget executive.
3. Flying as pilot in privately-owned aircraft in accordance with regulations outlined in Policy TR-4, Transportation By Other Than Common Carrier.

USE OF UNIVERSITY AIRCRAFT:

- > No aircraft owned, leased or rented by the University shall be used for pilot training except those scheduled by the Assistant to the Vice President for Business and Operations at University Park.

No aircraft owned, leased or rented by the University shall be used for personal transportation.

No aircraft owned, leased or rented by the University shall be rented and flown by a University employee on University business other than for purposes described above. (See Policy TR-4 for use of Privately-Owned Aircraft, and Policy TR-11 for Charter Flight Service.)



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CHROBY BORTON

DEPARTMENT OF THE NAVY  
OFFICE OF NAVAL RESEARCH  
RESIDENT REPRESENTATIVE  
THE OHIO STATE UNIVERSITY RESEARCH CENTER  
1860 KENNY ROAD  
COLUMBUS, OHIO 43210-1082

ONR File

Route: b6b

KSB

CKK

GWAH

IN REPLY REFER TO:

ONR-COL/DEH

PSU/Fringe Benefit  
Rate FY92

March 9, 1992

Mr. Kenneth S. Baba  
Corporate Controller  
Pennsylvania State University  
408 Old main  
University Park, PA 16801

Dear Mr. Baba:

### Fringe Benefit Rate FY92

This letter confirms a conversation with Ms. Carla Rossi on February 27, 1992 and March 3, 1992 in regards to the Fringe Benefit Rate to be used for FY92. I am in agreement for you to use the following Fringe Benefit Rates for FY 1992:

Salaries - 30.6%

Wages - 8.0%

These rates are based on your submission of Fringe Benefit Rates in a letter dated October 12, 1989 and DCAA Audit Report No. 6371-90B230000003-S1. These rates will be used through June 30, 1992. The Fringe Benefit Rates will be fixed rates with a carryforward to reflect over or under recovery. Approval is also given to use your proposed "Fringe Benefits - Graduate Assistants" Rate of 11.5%.

If you have any questions you may contact me at 614-292-4144.

Sincerely,

DOUGLAS E. HEATON

Admin. Contracting Officer

cc: DCAA/PSU/McTaggart



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DEPARTMENT OF THE NAVY  
OFFICE OF NAVAL RESEARCH  
RESIDENT REPRESENTATIVE  
THE OHIO STATE UNIVERSITY RESEARCH CENTER  
1314 KINNERS ROAD, ROOM 318  
COLUMBUS, OHIO 43212-1194

SPONSORED PROGRAMS  
AND

SEP 24 1990

IN REPLY RECONTRACTS OFFICE



DNR-Col/NAM:nm  
PSU/Auditing  
FY91 Fixed  
FY92 Fixed  
September 17, 1990

Mr. Kenneth S. Babe  
Corporate Controller  
Pennsylvania State University  
408 Old Main  
University Park, PA 16802

Dear Mr. Babe:

FY 1991 Fixed Indirect Cost Rate Agreement

Enclosed for your records is a copy of the executed agreement establishing the fixed indirect cost rates for Fiscal Year 1991. Also, I have included a copy of the memorandum of understanding concerning the several points reached during our negotiations and a copy of the Components of Published Indirect Cost Rate. I appreciate the cooperation of you and your staff during these negotiations.

One additional point. For the past two years, these rate agreements have been backdated. The rate agreements for FY92 and forward will not be backdated but will be as of the date of the completion of our efforts. Since your proposal has already been submitted and audited, I expect no problem in meeting this standard. However, there are a number of significant issues on the table and I hope that we will be able to move quickly through them and reach agreement in the new few months and then move quickly to establishing the FY93 rates.

Sincerely,

Norman A. Meeks  
Admin. Contracting Officer

3 Encls: a/s



DEPARTMENT OF THE NAVY  
OFFICE OF NAVAL RESEARCH  
RESIDENT REPRESENTATIVE  
THE OHIO STATE UNIVERSITY RESEARCH CENTER  
1314 KINNEAR ROAD, ROOM 318  
COLUMBUS, OHIO 43212-1194

IN REPLY REFER TO:

CNR-Col/NAM:tlt  
PSU/Indirect Cost  
FY91 Fixed Rate  
June 1, 1990

NEGOTIATED INDIRECT COST RATE AGREEMENT

INSTITUTION: THE PENNSYLVANIA STATE UNIVERSITY  
UNIVERSITY PARK, PA 16802

The negotiated indirect cost rates contained herein are established under the authority contained in OMB Circular A-88 dated 27 November 1979 and are in accordance with the provisions of OMB Circular A-21. These rates are to be used by all Federal Agencies for sponsored agreements, subject to the conditions set forth in Section II and any statutory or limitation of cost provisions of a contract, grant, or other agreement.

SECTION I: Rates-Type: Final; Fixed; Predetermined (Pred); Provisions (Prov)

Effective Period\*

A. Indirect Cost Rates

1. Organized Research/Instruction

Type	From	To	Rate	Base	Applicable To	Location
Fixed	7/1/90	6/30/91	45.4%	(a)	All Programs	On Campus
Fixed	7/1/90	6/30/91	21.3%	(a)	All Programs	Off Campus
Fixed	7/1/90	6/30/91	4.3%	(a)	SPAWAR Contract	Applied Research Laboratory

2. M.S. Hershey Medical Center

Fixed	7/1/90	6/30/91	54.0%	(a)	All Programs	On Campus
Fixed	7/1/90	6/30/91	21.2%	(a)	All Programs	Off Campus

3. Instruction

Fixed	7/1/90	6/30/91	63.9%	(a)	All Programs	On Campus
Fixed	7/1/90	6/30/91	19.3%	(a)	All Programs	Off Campus

4. Applied Research Laboratory\*\*

Type	From	To	Rate	Base	Applicable To
Fixed	7/1/90	6/30/91	15.75%	(b)	Authorized Absences
Fixed	7/1/90	6/30/91	35.91%	(a)	Internal Overhead
Fixed	7/1/90	6/30/91	1.65%	(a)	Use-Charge Government Owned Equipment PSU/Indirect Cost

B. Fringe Benefits

Fixed	7/1/90	6/30/91	30.2%	(b)	Salaries
Fixed	7/1/90	6/30/91	8.3%	(c)	Wages
Fixed	7/1/90	6/30/91	11.2%	(c)	Graduate Assistant Salaries

C. Tuition Remission

Type	From	To	Per Semester	Per Summer Session	Appointment
Fixed	7/1/90	6/30/91	\$2120	\$1154	1/4 time
Fixed	7/1/90	6/30/91	1675	962	1/2 time
Fixed	7/1/90	6/30/91	1155	770	3/4 time

\*This agreement supersedes the FY90 Fixed Rate agreement dated 1 June 1989.

\*\*These rates apply to contracts, grants and other agreements for work not covered by the operating contract.

Base: (a) Modified Total Direct Cost, excluding:

1. Graduate Assistant Tuition Remission
2. Subcontract Costs in excess of \$25,000
3. Equipment purchases (defined as having an expected life of more than 2 years and costing over \$1000)
4. Plant Construction
5. Building Amortization

(b) University salaries excluding Graduate Assistants, Fixed Term II and Visiting Faculty appointments not receiving full benefits.

(c) University wages and those salaries excluded from base (b).

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SECTION II: General

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1. The purpose of this agreement is to establish fixed indirect cost rates with carry forward provisions for the period 1 July 1990 to 30 June 1991. The rates shown are based on the Contractor's forecast and the advice and counsel of the Defense Contract Audit Agency as covered by DCAA Audit Reports No. 6371-OB230002 and No. 6371-OB230006.

2. The fixed rates established in this agreement are based on an estimate of costs expected to be incurred during the period for which the rates apply. When the actual costs for such period have been determined, an adjustment will be made in the rates established for the subsequent periods to compensate for the over or under recovery resulting from the application of the fixed rates to the actual cost base and indirect cost.

3. In accepting the fixed rates, the University is precluded from making any accounting system changes in affect at the time of this agreement, such as direct/indirect charge items or allocation bases, without the approval of the Contracting Officer executing this agreement, or his/her successor.

4. In computing the rates in this agreement, the following items were considered as direct charges:

- (A) On-Campus, Off-Campus, and M.S. Hershey Medical Center
- (a) Materials, services, and special tooling.
  - (b) Salaries and wages of employees, including vacation, sick leave and holiday allowances.
  - (c) Local and long distance telephone calls.
  - (d) Telephone rental, installation charges and special equipment rental.
  - (e) Telegrams, cablegrams, and radiograms.
  - (f) Extraordinary printing, multigraphing and postage.
  - (g) Freight, express and drayage, plus security measures thereon.
  - (h) Travel and operating expense of vehicles.
  - (i) Rearrangement and restoration of contractor's property or rented property to the extent approved by the Contracting Officer. (Not applicable to Off-Campus)
  - (j) Extra-hazardous insurance when approved by the Contracting Officer.
  - (k) Equipment (including books) purchased or rented as approved by the Contracting Officer.
  - (l) Graduate Assistant Tuition Remission.
  - (m) Fringe benefits which include group hospital and life insurance, pension expense, faculty, staff, and dependent's tuition remission, workmen's compensation insurance and FICA taxes.



(S) Applied Research Laboratory

- (a) Materials, services, and special tooling
- (b) Salaries of the Administrative Staff, and their department heads, also the wages of direct labor employees including vacation, sick leave and holiday allowances.
- (c) Telephone rental, installation charges and special equipment rental.
- (d) Local and long distance telephone calls.
- (e) Telegrams, cablegrams, and radiograms.
- (f) Printing, multigraphing and postage.
- (g) Freight, express and drayage, plus security measures thereon.
- (h) Special plant protection and security cost.
- (i) Travel and operating expense of vehicles.
- (j) Transferring, moving and removing of employees.
- (k) Extra-hazardous insurance when approved by the Contracting Officer.
- (l) Equipment and books purchased or rented as approved by the Contracting Officer.
- (m) Overtime premium cost as authorized by the Contracting Officer.
- (n) Unemployment Compensation.
- (o) Graduate Assistant Tuition Remission.
- (p) Fringe benefits which include group hospital and life insurance, pension expense, faculty, staff, and dependent's tuition remission, workmen's compensation insurance, and FICA taxes.

5. Pending establishment of predetermined indirect cost rates for any fiscal year (or other period agreed to by the parties), the Contractor shall be reimbursed either at the rates fixed for the previous fiscal year (or other period) or at billing rates acceptable to the Contracting Officer, subject to appropriate adjustment when the final rates for that period are established.

FOR THE UNIVERSITY

Kenneth S. Babe  
Signed

Kenneth S. Babe  
Name

Corporate Controller  
Title

September 7, 1990  
Date

FOR THE GOVERNMENT

Norman A. Meeks  
Signed

NORMAN A. MEEKS  
Name

Administrative Contracting Officer  
Title

9-17-90  
Date

Encl (1)