

TRAVEL AGREEMENT
for reimbursement of travel expenses incurred

[DRAFTING INSTRUCTIONS: THIS AGREEMENT IS NOT A TRAVEL GRANT. ANY TRAVEL EXPENSES REIMBURSED OR ADVANCE FUNDS PROVIDED ARE CODED TO GL 5357. THIS AGREEMENT IS TO BE USED FOR THE PROVISION OF TRAVEL FUNDS FOR PROJECT ACTIVITIES THAT PRIMARILY BENEFITS [COMPANY] (I.E., [COMPANY] PROJECT MEETING, [COMPANY] WORKSHOP)

This Travel Agreement, dated _____, is made between [COMPANY NAME], a [BRIEF DESCRIPTION OF COMPANY], with a principle place of business at [COMPANY ADDRESS], and _____, ("Traveler"), located at _____.

1. PURPOSE Funds are provided to support the following travel:

- a. Dates of travel:
- b. Destination and Purpose: *[Describe as fully as possible, i.e., "travel to [COMPANY] workshop in XYZ for project ABC", etc. The purpose must show how the travel benefits [COMPANY]'s activities].*
- c. Amount. The total estimated travel expenses to be covered by [COMPANY] are USD\$ _____, as described below. No other funds will be provided. [COMPANY], in its sole and exclusive discretion, may cancel the travel and payments described herein. [COMPANY] will cover travel expenses only as follows:
 - (1) Transportation *(Describe how transportation will be paid, or if [COMPANY] will purchase ticket directly)*
 - (2) Hotel Costs *(Describe how hotel costs will be paid, or if [COMPANY] will cover directly)*
 - (3) Meals/Incidental Expenses *(Select one)*

Traveler shall receive \$... , based on a daily per diem rate of \$... to cover all meals and incidental costs. No other funds will be provided.

Traveler shall be reimbursed up to a total of _____ for actual, documented meal and incidental expenses, as described below. Only expenses reasonable and necessary for the purpose of the trip will be reimbursed. No other funds will be provided.
 - (4) In the event that a visa is required for travel, the Traveler is responsible for attaining their visa prior to travel. Any fees related to the visa acquisition will be reimbursed upon delivery and approval of receipt/ appropriate documentation.

2. REPORTING.

- a. Expense Report. Within fourteen (14) days following completion of travel, Traveler **must** provide original airline receipts and ticket stubs and boarding passes, hotel receipts if any, and receipts for all other expenses in excess of \$40, unless a per diem rate is authorized. All expenses must be documented in attached "Travel Expense Log".

3. USE OF FUNDS.

- a. Any advance travel funds provided directly to Traveler may be used only for the expenses listed in Section 1.
- b. Traveler hereby certifies that no assistance, payments, or anything of value (monetary or non-monetary), shall be made, promised, offered to or accepted by

any government employee or official (1) in contravention of any U.S. or other applicable law (including, but not limited to, the U.S. Foreign Corrupt Practices Act) or regulation; (2) without the express consent of the government for which the employee or official works; and (3) that is not reasonable, bona fide, and directly related to the activities funded under this Agreement. It is Traveler's responsibility to ensure compliance with this clause, and to maintain, and provide at [COMPANY]'s request, documentation demonstrating such compliance. Traveler hereby certifies that no payments or other form of assistance shall be accepted by or made to any government employee or official, including Traveler, (a) to influence any official government act or decision, (b) to induce any government employee or official to do or omit to do any act in violation of his or her lawful duty, or (c) to obtain or retain business for, or direct business to any individual or entity.

- c. Traveler (1) shall recuse himself or herself from any governmental act or decision affecting CI, and shall not influence any governmental act or decision affecting [COMPANY]; and (2) hereby certifies that Traveler's government employer has authorized the travel, any activities associated therewith as well as the provision of funding to the Traveler as described in Section 1 hereof.
 - d. If travel will be funded by U.S. Federal funding, Traveler shall comply with the relevant provisions of *OMB Circular A-122, Cost Principles for Non Profit Organizations*, and the Fly America Act.
4. RELATIONSHIP OF THE PARTIES. The relationship between the parties is that of Independent Contractor. Nothing in this Agreement shall be construed to create a relationship between the parties of agency, partnership, or joint ventures, nor to render either party liable for any debts or obligations incurred by the other. Neither party is authorized to make representations on behalf of the other, or to bind the other in any manner whatsoever.
5. TAXES. Traveler is responsible for payment of all taxes related to any payments made under this Agreement.
6. NO LIABILITY. [COMPANY] shall not be liable for losses, damages, claims, or other liabilities arising out of or related to this Travel Agreement. It is expressly understood that CI, by making this Agreement, has no obligation to provide other or additional support to Traveler for the purposes of this project or any other purposes.
7. CHOICE OF LAW. This Travel Agreement shall be governed by the laws of the District of Columbia without regard to the principles of conflicts of laws.

By accepting the support provided hereunder, Traveler accepts all Terms and Conditions of this Agreement.

IN WITNESS WHEREOF, the duly authorized representative has executed this Agreement as of the date indicated below:

[COMPANY]:

TRAVELER:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

[ONLY INCLUDE THE BELOW IF TRAVEL FOR GOVERNMENT EMPLOYEE]

By signing below, the Traveler's government employer hereby indicates authorization for the travel, any activities associated therewith as well as the provision of funding to the Traveler as described in Section 1 hereof:

TRAVELER'S GOVERNMENT EMPLOYER:

By: _____

Title: _____

Date: _____