

**EXHIBIT 1-1  
ALLOWABLE EXPENSES CHART**

This Table lists allowable expense items and the requirements that must be met to assure reimbursement. Unless "xx" appears in one or more of the columns at the right, there are no special requirements for reimbursement. Please see your administrative staff or supervisor for additional information.

EXPENSE ITEM	Specific authorization or approval	Receipt	Justification on voucher for any amount
<b>BAGGAGE</b>			
1. All fees pertaining to the first checked bag	xx	xx	
2. Additional charges relating to the second and subsequent bags may be reimbursed when the Agency determines those expenses are necessary and in the interest of the Government (See FTR 301-70.300)	xx	xx	xx
3. Excess Baggage Charges for government property	xx	xx	xx <sup>1</sup>
4. Service Charge for checking baggage by checking agent where such charges for checking baggage in baggage rooms, or station or air terminal	xx	xx	xx
5. Storage Charges (e.g., when traveler stores baggage or equipment when such charges are result of official business.)	xx	xx	xx <sup>2</sup>
6. Transfer Charges - when necessary for official travel (e.g., when changing between stations where free transportation is not issued by common carrier.) CAUTION: Where the traveler's plans are changed he/she shall make sure that baggage has been checked beyond the point where he/she leaves the train is stopped or transferred. If baggage cannot be intercepted or transferred and is carried to original destination on unused portion of ticket, the traveler shall give full explanation of facts when submitting unused portion of ticket. Failure to do so will result in any excess cost being charged to traveler.	xx	xx	xx
<b>FEES OR TIPS</b>			
1. Tips – Allowable tips are 15 percent of the reimbursable fare.	xx	xx (over \$75)	
2. Parking Fees - charges for parking automobiles	xx	xx (over \$75)	
3. Porter - allowable only at transportation terminals for handling Government property carried by travelers. NOTE: Porter fees for personal property, brief cases, etc. are not allowed.			xx <sup>3</sup>
4. Traveler Checks Money Orders Certified Checks Transaction Fees for use of Automated Teller Machines (ATMs) – Government contractor issued charge card	xx xx xx xx	xx xx xx xx	
5. Registration Fees – Attendance at local non-government sponsored meetings a. Payment of registration fee should be made via the J.P. Morgan Chase Visa government credit card if the organization(s) will accept credit card. b. J.P. Morgan Convenience Checks c. If the credit card cannot be used, and the organization accepts the purchase order, HHS-99 or SF-182 the organization may bill FDA directly Please see your Administrative Officer for additional information and guidance when requesting payment of registration fees.	xx  xx  xx	xx  xx  xx	xx  xx  xx
6. Exchange of Currency a. Allowed i. Fees for cashing U.S. Government checks or drafts reimbursing traveler for travel expenses only incurred in foreign countries ii. Commissions for conversion of currency in foreign countries	xx  xx	xx  xx <sup>4</sup>	

EXPENSE ITEM	Specific authorization or approval	Receipt	Justification on voucher for any amount
iii. Costs of traveler's checks, money orders, certified checks purchased in connection with official travel. Costs may not exceed amount needed to cover reimbursable expenses. b. Not allowed: exchange fees for cashing checks or drafts issued in payment of salary.	xx	xx	
7. Special Expenses for Foreign Travel - Passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, identity, and of affidavits, and charges for inoculations not obtainable through a Federal dispensary	xx	xx	
<b>HIRE OF ROOM</b>			
1. Allowed when necessary to engage a room in a hotel or other place to transact official business	xx	xx	xx <sup>6</sup>
2. Not allowed for personal use (cost included in subsistence allowance).			
<b>PERSONAL SERVICES</b>			
1. Stenographic and typing services, guides, interpreters, drivers of vehicles, etc.	xx	xx	xx <sup>5</sup>
<b>POSTAGE</b>			
Postage necessary for official airmail, foreign, or parcel post mail; and for official registered and special delivery mail.	xx	xx	xx <sup>7</sup>
<b>POST OFFICE BOX RENTAL</b>			
Where necessary for official airmail, foreign, or parcel post mail; and for official registered and special delivery mail.	xx	xx	xx
<b>PUBLIC TRANSPORTATION WHILE IN TRAVEL STATUS</b>			
Public transportation fares are allowed from (or to) common carrier, or other terminals, to (or from) place of abode or place of business and between place of abode and place of business, or between places of business.	xx	xx (over \$75)	xx <sup>8</sup>
Public transportation fares between places where meals are taken, and places of business or places of lodging <b>are not</b> allowed, except where nature and location of work at temporary duty station is such that suitable meals cannot be procured there - allowance will be made for transportation to the nearest available place for such meals.			
<b>TAXICABS WHEN USED LOCALLY WHILE IN TRAVEL STATUS</b>			
Taxicabs are allowed from (or to) common carrier or other terminals, to (or from) place of abode or place of business and between place of abode and place of business, or between places of business where cheaper mode of transportation is not available or is impracticable to use.	xx	xx (over \$75)	xx <sup>8</sup>
Taxicabs are not allowed between places where meals are taken and places of business, except where nature and location of suitable meals cannot be procured there - allowance will be made for transportation to the nearest available place for such meals.	xx	xx (over \$75)	xx <sup>8</sup>
Limousine service plus taxicab tip rates between airport and limousine pick-up or discharge point	xx	xx (over \$75)	
<b>TELEPHONE CALLS / INTERNET CHARGES</b>			
1. Official Business – Charges for local and long distance calls are allowed when made on official business		xx <sup>9, 10</sup>	
2. Personal Calls – Employee traveling overnight within CONUS may be reimbursed for one brief telephone call per day to her/his residence in accordance with government-wide rules and regulations. Reimbursement is limited to actual expenses, not to exceed \$5.00 times the number of consecutive nights of travel on official business; applicable only when the employee is authorized to be on travel for one or more consecutive nights; and conditioned upon the unavailability of government-provided long distance telephone systems and services (including government-issued telephone calling cards) during each day of travel on which expenses are incurred.		xx	

EXPENSE ITEM	Specific authorization or approval	Receipt	Justification on voucher for any amount
a. OCONUS Travel may be reimbursed only for telephone call(s) home from a foreign country which have been authorized prior to the beginning of travel and are shown on the travel authorization. Permitted frequency and cost must be stated on the travel authorization and adhered to by the employee.			
3. Internet Charges – (Federal and Departmental policy requires specific written or electronic authorization when the use of internet services are required for official business.)	xx	xx (over \$75)	
<b>RECORDS</b> Charges for copies of records furnished by State officials, such as Clerks of Courts, etc., when necessary for performance of official business		xx	xx <sup>5</sup>
<b>SHIPMENTS (FREIGHT OR EXPRESS)</b> - see IOM 4.5.5		xx	xx <sup>12</sup>
<b>MISCELLANEOUS EXPENSES</b> 1. Cash used in lieu of transportation request for passenger transportation and accommodations. 2. Purchase of emergency supplies. 3. Any other miscellaneous expenditure incurred by traveler in performance of official business, such as samples of drugs, cosmetics, etc., purchased by FDA inspectors and investigators.	xx xx xx	xx xx xx	xx <sup>5</sup>
<b>LAUNDRY EXPENSES</b> 1. Employees will be reimbursed for laundry, cleaning, and pressing expenses equal to the number of travel days multiplied by \$5. a. For CONUS travel, employees must be on travel for four or more nights. b. Employees on OCONUS travel are not permitted to claim separate laundry expenses		xx	

FOOTNOTES:

- <sup>1</sup> Voucher must show weight of baggage and points between which moved.
- <sup>2</sup> State that storage is solely on account of official business.
- <sup>3</sup> State that porter fee was for handling Government property carried by traveler.
- <sup>4</sup> Voucher shall show rate of conversion and commission charges.
- <sup>5</sup> Voucher shall show date of service, quantity, unit, and unit price.
- <sup>6</sup> In addition to information required in footnote #5, state necessity for hire of room.
- <sup>7</sup> State that postage was used for official mail.
- <sup>8</sup> State necessity for daily travel.
- <sup>9</sup> For telegrams, faxes, cablegrams, and long distance telephone calls, show points between which service was rendered, date, amount paid on each and "official business".
- <sup>10</sup> For local telephone, calls show number of calls, rate per call, total amount expended each day, and "official business".
- <sup>11</sup> When government Bill of Lading is not used, explain circumstances.
- <sup>12</sup> Continental United States (CONUS) is defined as the 48 contiguous states and the District of Columbia.