



## TRAVEL POLICY AND PROCEDURE

### I. Purpose

A. This policy replaces all prior travel policies. C4 Planning Solutions, LLC (C4PS) Travel Policy for travel and related reimbursement uses the Joint Travel Regulations (JTR) as published by the Department of Defense as a guide. This document is intended to update company policy regarding business related travel procedures and supersedes earlier travel policy documents. This document identifies specific minimum requirements C4PS employees are to follow when preparing for travel, conducting travel, and completing administrative requirements relating to reimbursement post-travel.

B. If there are any questions, concerns, or disputes with these procedures, please contact the Human Resources Department (HR). HR is responsible for these policy implementation procedures.

### II. Funding Types.

A. There are two funding categories for company travel:

1. Contract Funded
2. Company Funded

B. Procedures for the traveler are the same regardless of category.

### III. Travel Types

A. There are two travelling classifications.

1. Within the Continental United States (CONUS)
2. Outside the Continental United States (OCONUS).

B. The requirements, pre-travel procedures, and administrative paperwork are similar for both types of travel; with added preparative steps needed to travel OCONUS.

### IV. Pre-Travel Procedures

A. The requirements employees must complete before travelling are below listed.

1. Each employee must have approval from their respective Program Manager (PM) prior to initiating any travel plans through the company office. *Note - PMs are responsible for making sure their personnel have access to this document and electronic copies of company travel form templates. They are located on the Company SharePoint Human Resources Portal under Shared Documents.*



## C4 Planning Solutions, LLC

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- a) The PM will identify additional contract specific requirements that may be connected to the travel orders. In some cases, the contract will require submission of a “travel quote” prior to approving travel. The PM will coordinate required quotes for submission and approval, prior to the traveler’s submission of a Travel Request Form (TRF) to [travel@c4plans.com](mailto:travel@c4plans.com).*
  2. Once an employee has been notified of travel, or given the approval for travel, the employee has 24 hours (or next business day) to complete and submit a Travel Request Form (TRF) to [travel@c4plans.com](mailto:travel@c4plans.com). (Please add PM along with fellow travelers to the “Cc” line of the email). Individual travelers, whether traveling solo or in a group, **MUST** submit a separate TRF.
    - a) If travel will include use of commercial air, include the airport codes of the airport leaving from (**From:**) and arriving at (**To:**) on the appropriate lines in the TRF.*
    - b) When filling out the TRF, the employee may provide a desired hotel preference as long as the preferred hotel daily rate falls within the JTR lodging rate.*
  3. The HR department may book travel or lodging arrangements for C4PS personnel unless specific authorization has been received for the traveler to book their own transportation or lodging. The booking of travel is contract dependent and requires coordination among the HR Department, Operations, and the Program. If the employee is booking their own travel, an email is required to be sent to [travel@c4plans.com](mailto:travel@c4plans.com) pre-travel that includes dates of travel, location, and the travel itinerary. HR will email confirmation of all travel reservation documentation to personnel preparing to travel.
    - a) ALL employee booked travel must correspond to the JTR guidelines by booking at or below the Government rates. This includes booking only economy airfare unless approval from the Government Customer has been received for any fare that is not economy. Any travel booked over the rate may be deducted from the employee’s per diem.*
  4. Prior to CONUS travel, it is the employee’s responsibility to ascertain if any extra documentation or security requirements are necessary. It is the employee’s responsibility to ensure all requirements have been forwarded for action through the proper chain of command. Examples are below listed:
    - a) Conference/ Convention Registration*
    - b) Visitation Authorization Letter or Visitation Access Request (VAR) as handled by the company Facility Security Officer (FSO).*
    - c) Ensure company credit card is not expired.*



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5. Prior to OCONUS travel, the employee should ensure their passport is valid through dates of travel. It is the employee's responsibility to ascertain if any extra documentation or security requirements are necessary. It is the employee's responsibility to ensure all requirements have been forwarded for action through the proper chain of command. Examples are below listed:

- a) *Conference/ Convention Registration*
- b) *Visitation Authorization Letter or Visitation Access Request (VAR) as handled by the company Facility Security Officer (FSO).*
- c) *Ensure company credit card is not expired.*
- d) *Liaison/ Contact List (handled through PM)*
- e) *Travel Warnings for local areas (Reference Department of State information at:  
<http://travel.state.gov/content/passports/english/alertswarnings.html>)*
- f) *Country Clearance (coordinate with PM and FSO)*
- g) *Country Visa (Employee is responsible to review requirement and procedures online through Department of State. Visas can normally be purchased prior to travel, or at the Port of Entry for most countries)*
- h) *OCONUS Local Security Brief (PM is responsible for assuring Security and Force Protection briefs are given to OCONUS travelers. This may be a verbal briefing with written documentation provided to HR.)*
- i) *Training Requirements. (PM is responsible for assuring specific theater requirements are met. They may include Anti-Terrorism computer-based training (CBT), Country Brief, Operational Security (OPSEC) Awareness CBT, etc.)*
- j) *Isolated Personnel Report (ISOPREP). Depending on specific contract requirements, travelers may be required to complete and submit information to DoD travel theater personnel managers. The ISOPREP is a data card maintained on all "At Risk" personnel. It contains personal data known only to the "At Risk" person and is used by recovery forces to positively authenticate the Isolated, Missing, Detained, or Captured (IMDC) persons. (PM is responsible for assuring specific theater requirements are met.)*
- k) *Force Protection Plan. (PM is responsible for assuring Security and Force Protection briefs are given to OCONUS travelers. This may be a verbal briefing with written documentation provided to HR.)*

6. It is recommended that each traveler carry hard copies of travel documents in case there is limited access to email or internet service at the destination site. Recommended documents to carry include:

- a) *Flight Reservations/Itinerary*
- b) *Hotel Reservations*
- c) *Rental Car Reservation*



- d) *Liaison/Contact List (include contact number of all personnel traveling together)*
- e) *Visitation Authorization Letter or VAR Approval*
- f) *Important Numbers List (e.g. Police, Hospital, Hotel)*
- g) *American Embassy approved taxi companies or driver companies*
- h) *Medical Benefits Abroad (MBA) Card from CIGNA*

7. **SPECIAL NOTE** – C4PS provides accident and sickness coverage to employees traveling OCONUS via our Medical Benefits Abroad (MBA) policy through CIGNA International Insurance. The MBA policy provides coverage for any accident, illness, or emergency medical assistance while traveling overseas. It also provides coverage for prescriptions resulting from an accident or illness. Employees are automatically covered when they are traveling outside the USA. Contact HR for more information regarding this policy.

### V. **While Travelling**

A. C4 provides most company travelers with a company issued Credit Card. These accounts have been specifically set up to assist in processing/tracking company related expenses and control foreign usage transaction/acceptance fees. Use of these credit cards is mandatory for travel related expenses. (*See the “C4PS Company Credit Card Use Policy” for specific guidance.*)

B. Personnel traveling for C4 are expected to conduct themselves in a professional and appropriate manner at all times. Employees are required to adhere to business casual attire standards when traveling and to appropriate dress standards when conducting business. (*See the Employee Handbook for general guidance or contact HR for specific questions.*)

C. While deployed, an employee may need to purchase contract/business related items. (Possible examples include: items required for completing equipment installations, reproduction of training materials, or local professional service required to complete a contract task.) These expenses must be specifically approved by the PM. Items purchased without proper authorization may not be reimbursable under the contract and therefore may be recouped from the employee's per diem and/or paycheck.



D. The individual traveler is responsible for maintaining ALL receipts of travel related purchases. Receipts are to be submitted with the travel claim/expense report **within 5 calendar days** after returning from travel. Longer deployments require periodic expense reporting as set up for the specific trip. In instances where a receipt is not available or where a receipt has been lost, the traveler must reproduce the receipt as faithfully as possible on the “Unavailable Receipts” form and submit it with the expense report.

E. Personnel on travel are required to keep company management apprised of mission and personal status. The PM will set up reporting criteria and schedule on a case-by-case basis.

F. Personnel traveling overseas are of particular interest to C4PS. Safety, well-being, and individual protection are taken into consideration before authorizing OCONUS travel. It is important for each overseas traveler to be aware of his/her surroundings and that every effort is made to limit exposure to potentially unsafe or dangerous circumstances.

### VI. Post Travel

A. Once the employee has returned from traveling (or as required while still on travel), there are administrative requirements which must be met prior to closing out the travel billing. Each traveler should check with the PM upon returning from travel for any specific requirements which may be connected to closing travel orders.

1. **Travel Claim/Expense Report.** All travelers must complete and submit a Travel Claim/Expense Report along with corresponding receipts within **5 calendar days of return from travel**. The process of submission is contract dependent. If submitting by email, Travel Claim/Expense Report along with corresponding receipts must be emailed to [travel@c4plans.com](mailto:travel@c4plans.com) with the *PM in the 'Cc' line* within 5 calendar days of return from travel. If submitting via the Expense Manager, all necessary documentation is required to be uploaded within 5 calendar days of return from travel.

- a) **Allowable** travel expenses include, but may not be limited to: Lodging, rental car, flights, fuel for rental car, tolls, and conference fees.
- b) **Unallowable** travel expenses include, but may not be limited to: Excess baggage fees, entertainment, alcohol, food, company parties, and souvenirs.

(1) **\*\*NOTE\*\*** - Excess baggage fees may be allowable if the expense is for the transport of contract specific required equipment and the employee received pre-authorization from HR for the expense.



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2. **Contract Required Trip Report.** The Team Lead for the travel team may be required to complete a Trip Report in accordance with provisions of the specific mission task or contract. This report is a contract deliverable and must be delivered to the customer as such. Provisions for submission of this report will be specified by the PM.

### VII. References.

A. For further information on C4PS policy or guidelines refer to the manuals and documents listed below.

1. C4PS Employee Handbook
2. C4PS Credit Card Policy
3. Joint Travel Regulations (web address : <http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>)
4. Defense Travel Management Office (web address: <http://www.defensetravel.dod.mil>)
5. C4PS Rental Car Policy