

TA Travel FAQ

Questions?

Reach out to HUD's Office of Technical Assistance at
communitycompass@hud.gov

In-Flight Internet

Is this an allowable cost? Yes, this is an allowable cost under an approved work plan.

Does this require prior approval? Yes. Please request authorization in advance of incurring these costs. Justification should include the applicable work plan number and an outline of the intended project work.

What records should we retain? As with any cost that requires prior approval, TA Recipients should include the GTR's approval in the corresponding voucher submission as supporting documentation. While proof of receipts is not required at the time of voucher submission, TA Recipients should retain receipts and timestamped emails or documentation of work performed during travel time

Rental Cars

Is this an allowable cost? Yes, with prior approval.

Does this require prior approval? Yes. Please note that including a rental car as an OBLI on the work plan does not constitute prior approval. The GTR will determine if a rental vehicle is reasonable. Instances that allow for a rental car include safety, traveling as a large group and sharing ground transportation, transporting materials, or when no other rental vehicle type is available. If a Recipient can provide justification that a rental car is cheaper than other types of transportation, e.g., Uber or cab, then the rental vehicle is allowable.

What kind of rental car can we book? Economy-level rental cars are the preferred type of rental car. Other-than-economy cars (upgrades) will require prior approval and justification, typically when multiple staff members are traveling together. Remember, rental cars are not for personal use.

Departing/Returning from an Alternative Destination

Is this an allowable cost? Yes, with prior approval.

Does this require prior approval? Yes. Requests to depart from an alternate airport other than your permanent duty station require a GTR's approval prior to incurring costs. TA Recipients must submit a written request/justification (via email) to their GTR for prior approval. This justification should include a cost comparison detailing how the change in location is comparable to the original return location.

Tipping on a Taxi, Uber, Lyft, etc.

Is this an allowable cost? Yes. Taxis, Uber, Lyft, and other ride-sharing modes of transportation may be used; however, the least costly mode is preferred. You may be reimbursed for tips not exceeding 15 percent of the basic fare. Always consider limiting the taxi, Uber, Lyft ride to or from the point where cheaper transportation is available. For example, take an airport limousine to the downtown area and utilize local transit options (taxi, metro) to reach your destination or vice versa.

What documentation should we retain? As with all travel-related expenses, TA Recipients are required to retain receipts. However, proof of receipt is not required at the time of the voucher.

Reminders

As a reminder, when planning TA travel, select the transportation method most advantageous to the Government. Travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of the approved work plan duties. Additionally, TA Recipients are encouraged to consider energy conservation, total government cost (including costs of per diem, lost work time, and actual transportation cost), total distance traveled, number of points visited, and number of travelers.

When in doubt, ask your GTR!