**FAQs – Travel**

**Q1.** Is travel mandatory?

**A1.** Yes. Applicants are expected to attend a two-day PI meeting in the Washington DC metro area .

**Q2**. What costs can I budget for the PI meeting?

**A2**. Eligible PI meeting travel costs:

1. Registration cost of $250 for the PI.
2. Registration cost of $250 for an additional person from the small business representing the commercialization interest for the firm.
3. Lowest-price airfare.
4. Mileage, if local
5. Lodging.
6. Meals and incidentals.
7. Airport parking.
8. Taxi, ride-share costs.

**Q3**. What are the limitations on the number of trips during the project?

**A3.** There are no limits to the number of trips as long as they can be justified as part of the technical approach.

**Q4**. What are the limitations on travel costs?

**A4.** Allowable costs are those defined by government sources such as the [GSA travel portal](http://www.gsa.gov/portal/content/104877).

**Q5**. Are trips to conferences allowed?

**A5.** Yes, but only as it directly relates to the project or presenting results.

**Q6**. Is foreign travel allowed?

**A6.** Not normally. It would have to be rigorously justified and require written approval by the DOE Grant Officer. However, travel to Canada and Mexico is considered domestic travel.

**Q7**. How is travel typically calculated? How detailed do you have to be?

**A7.** Here are the typical elements to budget travel:

1. Originating location
2. Destination
3. Justification
4. Number of trips
5. Number of people
6. Number of days
7. Airfare (lowest available restricted coach)
8. Lodging cost per day (GSA limit)
9. Meals costs per day (GSA limit)
10. Other costs – taxi’s, mileage, gas, rental car

**Q8**. Where does subaward travel go?

**A8.** Subaward travel should be in the subaward budget.

**Q9**. Do subawardee travel budgets follow similar GSA guidelines?

**A9.** Yes.