

QUICK GUIDE FOR DNA BACKLOG GRANTEES

EDITION:

TRAVEL POLICY SPECIFICS

All training funded under this program must be for mandated QAS-qualified continuing education purposes for DNA analysts or for supplemental training of new forensic biology/DNA analysts.

Travel Tips:

GSA RATES!!!

Requests for lodging ***MUST*** follow location- and time-of-year-specific [GSA rates](#). Associated taxes can be requested (usually about 15%) too.

Use the correct subsection of the recommended budget worksheet for the Travel and Other categories. Only expenses associated with professional conferences are subject to the 5% cap.

Acronyms in the budget detail?



Spell them out in the narrative!

Conference acronyms might not be known to all reviewers. Please spell them out so we can verify that the training and travel is allowable.

Any travel after February 2012 must use GSA lodging rates. You may stay at a place of lodging with a rate higher than GSA, but you may not charge more than the GSA rate to your award. Your agency is responsible for the difference.

Reminders:

[OJP Financial Guide](#)

When submitting a budget or budget modification GAN, the budget will NOT be approved if rates are not at or lower than GSA (plus taxes).

This travel policy is for all travel associated with your award, including site visits to vendor laboratories.

Remember that you may not obligate any funds before your award starts on October 1, including airfare, lodging, or registration fees.