

Exhibit I

Percentage of Allowable Expenses which may be Advanced

Category of Employee	M&IE	Local Miscellaneous Transportation (Bus, Taxi, Etc.)	Other Miscellaneous Not Payable with GSA Contract Charge Card	Lodging	Rental Car	Miscellaneous Payable with GSA Contract Charge Card
Eligible, with GSA Contract Charge Card	100	100	100	0	0	ATM
Eligible, no GSA contract Charge Card by Choice	0	0	0	0	0	N/A
Eligible, GSA Contract Charge Card is Revoked or Suspended	0	0	0	0	0	N/A
Ineligible, without GSA Contract Charge Card	100	100	100	80*	80	SF-1038

All travelers who have a GSA Contract Charge Card shall use the ATM for travel advance purposes. Exceptions may be made when use of the ATM is not feasible. If a traveler must sustain travel of more than 25 miles from their duty station or residence, whichever is closer, to the nearest ATM, to obtain an advance, he/she may use the SF-1038 for a travel advance.

* Advances for lodging may be increased up to 100% of the lodging amount if: 1) written justification is presented to the travel advance approving official; 2) the traveler can substantiate that the lack of such an advance will pose a financial hardship on the traveler.

