

### **Article I: Purpose**

The Federation of American Societies for Experimental Biology (FASEB) will cover/reimburse employees, and volunteers (travelers) authorized in advance, for necessary and reasonable travel and related expenses incurred for authorized business. Individuals traveling on FASEB business are responsible for complying with this policy and should exercise care and prudent judgment to keep travel-related expenses as low as reasonably practical.

The purpose of this document is to ensure fair, equitable and timely reimbursement of business travel and related costs, consistent with principles of prudent management, fiscal accountability, and Internal Revenue Service (IRS) regulations.

This document only applies to expenses related to travel on FASEB authorized business that typically requires an overnight stay. FASEB's business expense policy should be reviewed for non-travel expense guidance.

### **Article II: Travel Approval**

Travel expenses are reimbursable only when all required approvals are obtained in advance, as laid out further below. Staff must obtain approval from their direct/designated supervisor. Volunteer travel must be approved by a FASEB Department Director.

The following parameters must be approved prior to incurring expenses (definitions can be found in Article III):

- Travel business purpose
- The time window for travel
- The departure and destination locations
- Travel deviations/constructive costs

### **Article III: Reimbursable Expenses**

- A. Approvers (as defined in Article II) must verify that expenses meet the following **criteria**:
- The travel and related expense was incurred while conducting FASEB business;
  - The expense was necessary and consistent with this policy;
  - The information contained in the expense report and in the attached documentation is accurate;
  - The expense meets all sponsor guidelines, if applicable; and
  - The expenditure is charged to the proper accounts(s), department(s) and fund(s).
- B. At their discretion, Department Directors may impose more restrictive guidelines for budgetary or control reasons. Any such change should be documented and applicable to their entire department.
- C. **Travel time windows** – costs incurred outside these parameters are not reimbursable without prior authorized approval. For employees, “event start time” is defined as when the employee is required to begin work.

1. **Domestic travel** – travel costs for 24 hours preceding an event’s start time and following an event’s completion will be reimbursable. Domestic travel is defined as travel within the 48 contiguous states and between the contiguous United States and Alaska, Canada, the Caribbean, and Mexico.
  2. **International travel** – travel costs for 48 hours preceding an event’s start time and following an event’s completion will be reimbursable.
- D. **Accepted Locations** – costs incurred outside these parameters are not reimbursable without prior authorized approval. Travel costs will be reimbursable from the departure location to the destination.
1. Departure location – traveler’s primary residence
  2. Destination – location where FASEB business is being conducted
- E. **Constructive cost** – with prior authorized approval, travelers can deviate from either the travel time windows and/or accepted location parameters. In these instances, FASEB will reimburse costs the traveler would reasonably have incurred for round-trip travel during the authorized travel time windows and/or accepted locations.
- F. If expenses are approved as an exception to this policy, the special circumstances of the expense must be documented, signed by the traveler and co-signed by the approving authority. This documentation shall be attached to the relevant expense report.

#### **Article IV: Air Travel**

- A. **Payment method** – when possible, air travel should be charged to a FASEB American Express card. FASEB’s agreement with American Express includes Trip Delay insurance. American Express benefits should be reviewed before purchasing air travel. Contact FASEB’s Finance Director for more information.
- B. **Class of travel** –air travel must be paid at a coach class rate aboard a regularly scheduled commercial carrier at the lowest available fares in order to be reimbursable.
- C. **Non-refundable fares** – when plans are stable, advance planning and use of non-refundable fares may be the best method of achieving the lowest fare. Unused, nonrefundable tickets may still have value, and the employee should consult with the air carrier for such determination.
- D. **Unused /Changed Tickets** – travelers must seek a refund from the airline or booking service for all unused tickets. For non-refundable tickets, the traveler must obtain the proper credit. Unused tickets for which a refund is not obtained must be applied to future FASEB business travel whenever possible. Fees for changes in itinerary, when necessary and documented by the traveler, are reimbursable.

**Article V: Rail Travel**

- A. Travelers may utilize railroad service when both cost and time factors are favorable for FASEB.
- B. **Class of travel** - Coach class should be used on passenger railroads. Reserved/unreserved commuter trains on the northeast corridor should be used for most Amtrak travel.

**Article VI: Ground Transportation**

- A. When available, airport-to-hotel shuttle service and scheduled bus, subway, or train transportation should be used in lieu of taxicabs or rental vehicles. The use of taxicabs or rideshare vehicles may be substituted when such transit service is not cost effective, not compatible with the itinerary, not safe, or otherwise inappropriate.
- B. **Car rentals** may be used with authorized approval when the overall cost of the rental is less than the cost of other means of transportation or when there is no other means of transportation.
  - 1. **Employee car rental reservations must be charged to a FASEB American Express card.** American Express benefits should be reviewed before reserving a rental car. Contact FASEB's Finance Director for more information.
  - 2. **Car rental loss and damage insurance** – FASEB's agreement with American Express includes car rental loss and damage insurance in most locations. To receive this benefit, the traveler must both reserve and pay the full price of the rental with a FASEB American Express card and decline the collision damage waiver (CDW) at the Rental Company counter.
  - 3. **Class of vehicle** – The class of vehicle should be reasonable based on the distances, driving conditions, and number of passengers. For individuals driving alone, this generally means compact or sub-compact.
- C. **Privately-owned Vehicles**
  - 1. Reimbursement for travelers using private automobiles on FASEB business will occur at the current mileage reimbursement rate established by the IRS plus parking and toll charges. This reimbursement is intended to cover the costs of operating the vehicle (e.g., gas, maintenance, depreciation and insurance), and, therefore, these costs are not separately reimbursable. (<https://www.irs.gov/tax-professionals/standard-mileage-rates>)
  - 2. When driving on FASEB business, travelers must carry a valid driver's license, vehicle registration and proof of insurance and must comply with all applicable laws. Insurance on traveler-owned vehicles is the responsibility of the traveler and claims should be filed with the traveler's insurance carrier. Expenses, including mileage, associated with normal commuting between an employee's home and regular place of work are not reimbursable.
- D. **Tickets, fines, towing relating to violations**, and the like incurred while on FASEB business, whether in a rental car or traveler-owned vehicle will not be reimbursed and are the traveler's responsibility.

**Article VII: Lodging**

- A. The cost of lodging while on FASEB business is reimbursable. Lodging must be booked at standard room accommodation rates in reasonably priced hotels, giving consideration to location, safety and availability. Suites or higher priced rooms are not considered necessary accommodations. For acceptable rates, refer to the rates set by the U.S. General Services Administration (<http://gsa.gov/portal/category/21287>). Accommodations within 10% of the government rate are considered reasonable.
- B. When applicable, travelers must book within a **FASEB room-block**.
- C. In-room movies and use of hotel gym, massage services, and sauna facilities will not be reimbursed.
- D. Laundry services and valet parking are generally considered non-reimbursable expenses. Exceptions may be made with prior authorized approval.
- E. **Cancellation fees** – Travelers who are not able to use a room must contact the hotel directly or the appropriate travel coordinator to cancel the reservation. Travelers who fail to cancel a room reservation are personally responsible for any cancellation penalty or charge, and cancellation fees therefore may not be charged to FASEB.

**Article VIII: Food**

- A. Traveler's food (including taxes and gratuities) while on FASEB business that include **an overnight stay** are reimbursable.
- B. FASEB will reimburse documented meals up to the U.S. General Services Administration Meals & Incidentals (M&IE) rates daily total (<http://gsa.gov/portal/category/21287>).
- C. Alcoholic beverages will not be reimbursed unless purchased in conjunction with necessary business purposes.
- D. To be reimbursed, the meal must be submitted with an itemized receipt.
- E. Groceries may only be reimbursed with prior authorized approval.
- F. Gratuities – FASEB will not reimburse gratuities in excess of 20%.

**Article IX: Travel and Expense Reporting**

- A. All expense reports must be submitted through the Concur expense reporting system by stated deadlines. Under no circumstances will expenses greater than three months old be reimbursed.
- B. **Required documentation** – In accordance with IRS rules, documentation must support the cost and business character of the transaction and, for a reimbursement, must show evidence of payment. Other guidance on receipts is provided below:

1. Transportation Tickets – Passenger copies of air, rail, and non-local bus tickets. For electronic tickets, provide a detailed invoice/itinerary (which may also be identified by the air carrier as a receipt), as long as it shows all times of departure, flight numbers, class of service, fare basis, ticket number or confirmation number, and cost of ticket along with proof of payment.
  2. Car rentals – Original car rental agreements or invoices.
  3. Lodging – Original, dated and itemized lodging bill. Express check-out itemized receipts are acceptable.
  4. Meals – Original, dated, and itemized receipts.
- C. American Express card holders - by accepting a FASEB-issued credit card, employees agree to comply with the FASEB organization policy regarding their use. The card holder is responsible for understanding and for complying with the card statement billing process and any other related policy.
- D. Sponsored travel – Please refer to a sponsored-program’s documentation for travel guidelines since they may have other restrictions or allowances.
- E. Missing or Lost Receipts – expenses of less than \$25.00 value may be reimbursed at the discretion of the authorized approver. Employees must submit a missing receipt form for any unsubstantiated expenses.

**Article X: Additional Traveler Responsibilities**

- A. Travelers shall provide information regarding their itinerary (flights and hotel) as well as personal emergency contact information to the relevant authorized approver prior to departure.
- B. Employees must promptly notify their supervisor if their travel plans change.
- C. Travelers must carry their passport and/or other required travel or related documents, including but not limited to, medical insurance card and applicable emergency telephone contacts.
- D. All persons traveling on FASEB business are expected to comply with all laws, rules and regulations of any state or foreign country to which they are traveling.

**Article XI: Emergency Situations**

- A. Travelers shall, in any situation deemed by the traveler to be an emergency, contact the appropriate authorized approver, FASEB’s Executive Director, or FASEB’s Deputy Executive Director as soon as practicable.