



FASEB

Federation of American Societies
for Experimental Biology

Volunteer Travel Policy and Guidelines

Volunteer Travel Policy Guidelines

FASEB reimburses volunteers for appropriate expenses incurred on its behalf while engaged in authorized FASEB business. The policy outlined below is a guide for both volunteers and those authorized to approve reimbursements for such expenditures.

To safeguard FASEB's interest and reputation, every effort must be made to encourage wise and conservative use of FASEB funds. Those receiving reimbursements must fully understand and adhere to this policy.

Staff committee liaisons are responsible for familiarizing new volunteers with the policy prior to scheduling business trips for them, and are ultimately responsible for authorizing their staff's travel in accordance with this policy. The Accounting Department is responsible for the issuance of procedural instructions necessary to supplement and/or administer the policy.

FASEB strongly advocates volunteer stewardship. Volunteers are encouraged to ensure that expenses are reasonable and customary. In essence, volunteers should exercise the same frugality as they would with their own funds. Efforts should be made to secure the most economical rates for business travel, and to ensure that expenses incurred are necessary and incidental to such travel. The FASEB travel policy will be reviewed at least annually such that appropriate modifications can be made as needed.

Airline Reservations

Please note the best ticket prices are generally available between 14-30 days prior to the departure date. Concur ensures that FASEB is getting the best price in air travel. If you should find a better price online for the exact same flight within 24 hours of booking, Concur agents will book the cheaper flight for you – and waive the transaction fee to make the change. If there is no availability on the cheaper flight, Concur will refund the difference provided the difference in airfares is greater than \$10. Refer to Concur's price flight guarantee terms and conditions on the Concur travel website for more details.

When booking air travel, you may:

- select the airport of your choice provided the cost differential is no more than \$250; and
- use your personal mileage to upgrade for international flights.

Upgrades

FASEB does not pay for any upgrades for air travel.

Ground Transportation

Airport bus or hotel shuttle service is usually more cost effective than taxi for airport/hotel transfer and should be used whenever feasible.

Rail Service

Volunteers may utilize railroad service when both cost and time factors are favorable for FASEB.

Rental Cars

Automobile rental may be approved when a car is necessary for the performance of FASEB business and there is no adequate public transportation available. The lowest priced car size, up to standard size, should be rented unless otherwise approved in advance. Only authorized FASEB volunteers on business travel may drive the rented vehicle. If more than one FASEB employee will be operating a rental vehicle, all drivers must be listed on the rental agreement. It is the responsibility of FASEB employees to have a valid driver's license and good driving record when renting a car on behalf of FASEB.

Volunteers renting a car within the United States should decline all insurance. It is not necessary to purchase auto insurance offered by the rental car company when renting a car in the United States. Volunteers should purchase full insurance through the rental car company when renting a car outside the United States. It should be noted on the rental agreement that the vehicle "is rented on behalf of FASEB." Generally rental cars must be filled with gasoline before they are returned to the rental agency. Gasoline purchase is a reimbursable expense, for rental cars only.

The use of a rental car for non-business will not be covered by FASEB's insurance. If an employee extends the stay for personal reasons the employee must return the rental car once the business need for the rental car ends.

Accidents or theft should be reported to the police, the rental car company and the relevant FASEB staff liaison as soon as possible.

Personal Auto

Personal autos can be used for transportation in conducting FASEB business. Reimbursement is based on the current rate per mile allowed by the IRS and is reviewed annually. Tolls and parking are reimbursable expenses; gas is not, when personal auto and mileage reimbursement is used.

Travel by personal vehicle is not authorized unless the volunteer possesses a valid driver's license and maintains vehicle insurance as required by state law. To find the current IRS mileage rate, go to: www.irs.gov and search standard mileage rate.

Hotels

Prudent business judgment should be exercised when selecting a hotel. When booking a hotel there are a number of available rates. If your travel plans change frequently, please be sure to check hotel cancellation policies.

Reimbursable Expenses

- parking (The lowest cost and safest option should be used, especially at the airport parking, short-term parking should not be used for trips longer than two days unless personal security concerns warrant otherwise.);
- in-flight internet charges, if required for business purposes;
- gasoline (when using an authorized rental car);
- tips (A \$2/bag tip is generally appropriate for baggage handlers and bellhops.);
- tolls (for either personal vehicles or rental cars);
- visa and immunizations for international travel;
- registration and conference fees;
- bag checking fees

Examples of Non-reimbursable Expenses

- passports fees or passport expedition fees;
- airline upgrades;
- membership fees for airline clubs;
- personal entertainment (i.e., in-room movie rentals, theater, etc.);
- personal use items (i.e., books, magazines, newspapers, candy, cigarettes, etc.);
- health club fees;
- parking tickets or other violations and associated court costs;
- domestic hotel room mini-bar charges (US & Canada);
- personal property losses (briefcases, pens, clothing, etc.);
- personal travel insurance or;
- car rental insurance (within the United States);
- lost or damaged baggage.

Personal Travel Combined with Business Travel

Travelers may combine personal travel with business travel when it does not interfere with the accomplishment of the objectives of the business trip. In such event, the traveler must first pay out of pocket for the expenses and then request reimbursement for the business portion of the expenses. The traveler must obtain a separate airfare quote for the business portion of the itinerary at the time of booking. The comparison between the business only itinerary and the actual cost of the combined business and personal travel itinerary should be documented in writing and included with the travel reimbursement. If the cost of the combined business and personal itinerary exceeds the business only itinerary, the traveler will only be reimbursed the cost of the business itinerary. If the cost of the combined business and personal itinerary is the same or less than the business only itinerary, FASEB will pay for the full cost of the airfare.

Meals

Meals will be reimbursed for actual charges. FASEB does not reimburse using a per diem rate.

In order to be reimbursed for meals during business travel, please follow the instructions under “Receipts” below. The names and titles of the attendees must be clearly indicated in the comments section of the expense entry when submitting in Concur. FASEB reserves the right to refuse reimbursements when the expenses are excessive or otherwise unjustified.

Gratuities

FASEB will not reimburse gratuities in excess of 20%.

Receipts

Receipts are required for all expenses of Twenty-five dollars (\$25) or greater. If a volunteer has no receipt, then a missing receipt affidavit must be completed and signed by the responsible volunteer prior to submitting through Concur. Receipts must show all itemized details of the expenditure. For meal expenses, for example, a copy of the credit card receipt showing the total charge only is not acceptable. Also, the Internal Revenue Service (IRS) requires the following information to be included with each receipt supporting a business meal or entertainment reimbursement request:

- individual name(s) of attendees, their company name, their title at said company;
- date and location of the business meeting; and
- description of the business purpose (what was discussed relevant to FASEB business).

Travel and Expense Reporting

All out of pocket expense reports must be submitted through the Concur expense reporting system, no later than 2 weeks after the expense is incurred. Under no circumstances will expenses greater than three months old be reimbursed.