



# **IDESG Inc. Policy Guidelines**

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## **Travel Policy**

### **Board Approved August 5, 2014**

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# Overview of the Travel Policy

- **Purpose**

The purpose of this policy is to set policy and define responsibility for travel expenses that the IDESG Inc. will reimburse to employees and contracted resources or consultants.

- **Scope**

This policy applies to all employees/contracted resources of IDESG Inc., referred to in the policy as “traveler(s)”.

- **Policy**

It is intended that this policy cover all aspects of reimbursement of costs incurred during trips on IDESG business. As with any statement of procedures, exceptions are expected; however, request for such exceptions must be made in a full written explanation and must be approved. Such an explanation may be made on the completed trip expense report or by attachment thereto.

# Airline Travel

- Airfares should always be the lowest discounted or economy U.S. carrier direct route fare available. Travel should always be based on selecting an airline with the lowest fare available and never solely on participation in an airline's frequent flyer program.
- Receipts for all air travel be submitted with the reimbursement request.

## Expenses Connected with Air Travel

- Checked bag fees are permitted and will be reimbursed for up to two bags per flight.
- The purchase of trip protection or cancellation insurance by a traveler is not reimbursable.

# Ground Transportation

It is expected that each traveler use the best means of traveling en route and at the destination location, taking into consideration cost, time and transportation availability.

## Taxis and Public Transportation

- Taxis and public transportation (rail or bus) are reimbursable expenses. Trips over \$10 require a receipt.

## Rental Cars

- Refer to the rental care policy for additional details.

## Personal Vehicles

- Should a personal vehicle be used for business travel, payment for this type of transportation will be made at the current IRS standard mileage rate, currently \$0.56 per mile, plus parking charges and tolls (receipts required).

# Lodging

- Hotel reimbursement will be made on an actual basis for reasonable accommodations while away from one's home location. Hotel receipts must be submitted with the reimbursement request.
- Please try to make every effort to select a hotel room for \$200/night or less, excluding taxes and local fees.
- The minimum corporate rates for single rooms should be requested at all hotels and motels.
- If extended residence is required, the traveler should attempt to obtain accommodations on a weekly or monthly basis at reduced rates.

# Car Rental

- A rental car should be selected when the mileage is prohibitive or will cost more than other forms of transportation.
- Travelers are to rent compact or intermediate size vehicles on business trips when economy, convenience and the specific situation require their use instead of taxis or other forms of transportation.
- The car rental receipt must be submitted with the reimbursement request.
- The rental rates that are charged by the larger national car rental agencies may include the cost of insurance for bodily injury and property damage to third parties and deductible coverage for collision damage to the rented auto.
- The IDESG does not carry a blanket collision damage waiver policy nor is the organization covered with liability insurance. Travelers should purchase this insurance each time a car is rented.

# Meals

- Actual meal expenses en route and at the destination location will be reimbursed rather than a per diem allowance.
- Travelers are requested to be reasonable and must submit receipts for all meal expenses incurred over \$10.
- Reasonable tips will also be reimbursed.



# Other Reimbursable Expenses

In certain circumstances, incidental expenses may be listed for reimbursement; however, they must fall within the criteria set forth in this paragraph or be specifically approved through submission of an explanation of the circumstances involved. The inclusion of the incidental charges is subject to review for reasonableness and necessity:

- Laundry: Laundry service provided at the hotel is allowable for reimbursement if the trip exceeds four days. It is also allowable if the trip is extended over the anticipated number of days.
- Gratuities: Actual gratuity tips paid will be reimbursed, when reasonable and customary.
- Telephone/Internet: Telephone expenditures are fully reimbursable for business purposes and allowable for personal calls on a reasonable basis. Internet access fees are also reimbursable for business purposes.
- Parking/Tolls: The IDESG will reimburse the cost of parking fees and tolls on company business.