

8.0 TRAVEL EXPENSE AND REIMBURSEMENT POLICY

The following policies address reimbursement for travel expenses.

- 8.1 REIMBURSABLE EXPENSES.** Subject to the limitations set forth in Policy 8.2 below, UNOS will pay or reimburse members of the Board of Directors, committee members and UNOS employees for the following:
- 8.1.1 Domestic Airfare, Train and Mileage.** Airfare and/or mileage driven for the purpose of conducting business on behalf of UNOS, will be reimbursed by UNOS, provided that the person attending is a member of the Board or the Committee, or has been requested to attend the meeting by the President of UNOS, the Executive Director of UNOS, or a Committee chairman. Members are encouraged, to request that their institutions absorb their costs of attending meetings, where possible. UNOS employees must complete a travel request form that shall be approved by management.
 - 8.1.2 International Travel.** Reimbursement for all international travel expenses will be dealt with on a case by case basis.
 - 8.1.3 Overnight Accommodations.** The cost of overnight accommodations and meals at the meeting site will be reimbursed, provided that the person traveling is unable to book reasonable travel arrangements on the day of the meeting and must either arrive the day before the meeting and/or leave the day after the meeting. If the meeting is scheduled to convene on two or more days, UNOS will pay the cost of accommodations for the intervening nights, as well as meals necessitated by the stay.
 - 8.1.4 Parking Fees.** Parking fees at the airport from which the traveler initially departs and mileage driven between the airport and the traveler's home or office will be reimbursed. UNOS will also pay other reasonable costs incurred for travel between the airport and the individual's home or office (e.g.: tolls, cab fares, public transit fares, etc.).
 - 8.1.5 Mileage.** Mileage at the approved IRS rate will be reimbursed, as adjusted from time to time.
 - 8.1.6 Final Destination Costs.** Reasonable costs incurred for travel between the destination airport and the meeting site will be reimbursed.
 - 8.1.7 Miscellaneous Expenses.** All other reasonable, out-of-pocket expenses actually incurred as a direct result of having to attend the UNOS meeting will be reimbursed. Charges for alcoholic beverages consumed with meals will be reimbursed. Such charges must be listed separately on expense reimbursement requests and the individual requesting reimbursement must certify by signing the reimbursement request that all such charges have, in fact, been so disclosed, whether paid for separately or whether included on a UNOS master account with room charges.
 - 8.1.8 Phone Calls.** Business and Personal phone calls of a reasonable length will be reimbursed. UNOS staff must use a UNOS calling card to avoid the excess charges from dialing through the hotel switchboard. High-speed Internet connection fee/charges will be reimbursed if the traveler is conducting UNOS business.

8.1.9 Other Meeting Expenses. At the discretion of the Executive Director, costs (as defined in Policies 8.1.1 - 8.1.5) related to attendance at meetings other than those held by the Board or its committees will be reimbursed.

8.2 LIMITATIONS. The following limitations apply to the reimbursement of travel expenses:

8.2.1 Discounts. If, for a particular trip, UNOS is able to obtain special fare discounts for travel on a particular airline or airlines, and if the person traveling chooses not to book and accept flight arrangements thus avoiding such discounts, UNOS will reimburse the individual for air travel only up to the amount of the discount fare. If a discount fare is available and the traveler chooses arrangements that cost more than the discount fare, UNOS will invoice the traveler for the difference between the traveler's chosen fare and the available discounted fare, when UNOS must purchase the tickets.

Exceptions:

UNOS will reimburse the traveler an amount greater than the discounted airfare if both of the following conditions are met:

- 1.). The cost of the preferred flight is no more than 50% greater than the available discounted fare; and
- 2.). Total travel time for the discounted ticket exceeds the preferred flight by 90 or more minutes.

8.2.1.1 Scheduling. Airline reservations should be booked at least one month in advance of any travel when possible to ensure the greatest possibility of securing the most economical ticket. Unused non-refundable tickets must be returned to the UNOS Travel Department where they will be reissued in the name of the original ticket holder for future meetings.

Airline Ticket Changes.– UNOS will pay for additional charges resulting from airline ticket changes provided that the changes are reasonably related to UNOS business purposes. Travelers who request a change to a ticket for reasons unrelated to UNOS business purposes will be financially responsible for all fees and fare price differences that are incurred. Change in airline ticketing due to emergencies will be reviewed on a case by case basis.

Saturday Night Stay over - If a traveler elects to extend their travel to reduce airline ticket charges, traveler will be reimbursed for charges only to the extent that the costs do not exceed the original cost for the travel as initially scheduled. The traveler will only be reimbursed up to the Government per diem for that city for lodging and expenses during the weekend. See: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml> for current per diem rates. Traveler is responsible for calculating all costs factoring in expenses such as parking, rental cars when trying to determine that no additional cost is incurred to UNOS. In such event, since traveler is not conducting business over the weekend, Traveler will not be able to secure a government hotel rate, but UNOS will only reimburse Traveler the Government rate.

Returning Home Early - If a traveler requests to leave early, they are asked to go “standby”, if it is available. Usually standby does not cost any money to the traveler or UNOS. If the traveler chooses to book a confirmed seat on an earlier return flight and the airline charges the traveler, this becomes a personal expense and not reimbursable by UNOS, unless it is a verifiable emergency.

Booking Last Flight Home – The Travel Department recommends that you do not travel on the last flights of the day to your destination in the event of the an unforeseen circumstances.

Miscellaneous Ticketing - Per airline policy, UNOS Travel will not book back-to-back tickets and/or round-trip airfares for a one-way trip.

8.2.1.2 Meal Costs. Reimbursement for evening meal costs incurred by meeting participants shall be limited to the federal limits designated for high-cost areas (currently \$45. This limit applies to the cost of the meal, alcoholic beverages consumed with the meal and all tips and gratuities. All meal costs exceeding this amount shall not be reimbursed. Reasonable charges for alcoholic beverages consumed with meals will be reimbursed. Such charges must be listed separately on expense reimbursement requests, and the individual requesting reimbursement must certify by signing the reimbursement request that all such charges have, in fact, been so disclosed. Stand alone bar tabs will not be reimbursed.

8.2.2 Non-Reimbursable Expenses. UNOS will not totally reimburse or pay total costs for the following:

8.2.2.1 First class airfare unless it is the same price as the lowest available price for a coach class ticket. When UNOS must purchase the tickets, the difference between first class and coach airfare will be invoiced to the traveler.

8.2.2.2 Rental cars, if less expensive modes of travel are available. UNOS staff should minimize additional rental car fees and surcharges.

8.2.2.3 In-room movies, if an extra fee is charged.

8.2.2.4 Limousines (unless shared, or no more expensive than other transportation available).

8.2.2.5 Individual meal costs if a group breakfast, luncheon, or dinner was provided at the same time as the individual meal.

8.2.2.6 Valet or other special services to include fitness center charges.

8.2.2.7 If charges for such items as those listed in 8.2.2.3 - 8.2.2.6 appear on hotel folios which UNOS pays as part of a master account, the individual who incurred the charge will be required to pay for such charges.

8.2.3 Adjunct Committee Members. Travel expenses for adjunct committee members will be paid or reimbursed only if the member was invited to attend the meeting for a special purpose.

8.2.4 Meetings of Other Organizations. If UNOS holds a meeting in a city where the Board member, committee member, employee or invited guest will be present to attend another organization's meeting (e.g., ASTS, AST, ACS, NATCO, SEOPF, etc.), UNOS will pay only for the individual's additional expenses that are incurred as a direct result of attending, the UNOS meeting (e.g., an extra night's lodging and/or extra meals). Anyone attending a UNOS function scheduled concurrently with another organization's meeting will be presumed to be attending the other meeting, if the person is a member of the other organization.

8.2.5 Shuttle Service. If UNOS makes arrangements for shuttle service between an airport and a meeting site such that the person traveling could reasonably take advantage of such transportation, UNOS will not reimburse the cost of other ground transportation taken in lieu of the shuttle.

8.2.6 Annual Membership Meeting. UNOS will not pay for travel or accommodation costs for its members to attend annual membership meetings.

8.3 FILING EXPENSE REPORTS. To request reimbursement from UNOS for out-of-pocket expenses previously incurred, an expense report form, supplied by UNOS, should be completed and submitted to the UNOS accounting department. The report must be signed by the person requesting reimbursement and must state the following:

- dates of travel
- reason for the travel
- to whom the reimbursement check should be made payable
- the address to which the reimbursement should be sent
- a daytime phone number

8.3.1 Receipts. Receipts for all expenses in excess of \$15.00 must be attached to the expense report. Meal receipts must show the names of all individuals present and for whom reimbursement is requested.