

KRELL INSTITUTE

CONFERENCE TRAVEL POLICY

I. OBJECTIVE

Conference participants will be reimbursed for the reasonable and necessary costs of travel incurred for conference purposes using the rates and methods described in this document. Travel reimbursement will be for conference-related activities only. Travelers are expected to use standard accommodations and services to the extent possible and will not be reimbursed for luxurious accommodations or unnecessary services. If the traveler participates in non-conference activities or takes vacation while on conference travel status, the travel expenses will be prorated proportionately among the activities and reimbursement reduced appropriately.

II. TRAVEL GUIDELINES

1. Airfare

Airfare will be reimbursed at the actual cost charged by common carriers for coach-class service between the home and conference-activity location using usually traveled, commercial routes established by the airlines. First or business class travel is prohibited under normal circumstances. Comparison fares will be based on one-stop, same-day travel between 6 am and 8 pm, purchased at least 21 days in advance. The incremental costs of non-stop or flights with planned layovers will not be reimbursed under normal circumstances if they exceed the comparison fares. Unless required by the timing of the conference activity, travelers will not be expected to travel on Saturday in order to take advantage of lower airfares. See section 10. Special Cases for more information regarding airfare.

2. Drive rather than Fly

A traveler may choose to drive rather than fly to the conference. If a traveler chooses to drive, the total cost of travel by car (including mileage, meals, and lodging, tolls, parking, etc.) will be compared to the cost of travel by airplane and reimbursement will be limited to the lower of the two costs. Saturday night stay airfare savings will be used in the calculation if the activity would have required a Saturday night stay. In-route lodging will be reimbursed if the distance driven is 400 miles or more per day.

Required with reimbursement: Printout of airfare cost using conference dates.

3. Mileage Reimbursement

Mileage will be reimbursed at the federal mileage rate. Highway use tolls and parking will be reimbursed separately.

4. Rail or Bus

Rail or bus travel will be reimbursed based on actual, reasonable costs

5. To and From Airport Travel

Travelers will be reimbursed for roundtrip mileage to and from the airport and may be reimbursed for two roundtrips if they elect not to park a car at the airport while traveling.

6. **Phone calls**

One personal, "safe-arrival", call will be reimbursed up to \$10.00 per trip.

7. **Lodging**

In most cases, single-room conference rate plus tax will be direct billed to Krell Institute. Conference participants will be required to provide a personal credit card for any additional charges. Hotel internet connection fees will be reimbursed.

8. **Per Diem**

Meals and incidental expenses will be reimbursed using the Federal M & IE per diem rates established by GSA. Full day per diem will be paid for travel beginning before 8:00 am and extending past 6:00 pm. Partial days will be reimbursed based on being in travel status during breakfast (8 am), lunch (noon) or dinner (6 pm). Travelers will not be paid full per diem when meals are provided by third parties or included in the event fee. Other per diem rates may be used if required by the funding source or program manager.

9. **Rental Car**

A rental car is not a necessary expense for this conference and will not be reimbursed.

10. **Parking**

Airport, hotel, and other commercial parking charges will be reimbursed in full if required and incurred as part of conference-related travel. Parking will not be reimbursed for any days taken as vacation or personal time.

11. **Special Cases**

Travelers should contact Krell for pre-approval of travel arrangements in any of the following special cases:

A. **First Class/direct flights**

Krell will not reimburse travelers for the additional costs of first class airfare under normal circumstances. The cost of direct flights will be reimbursed if the traveler submits documentation showing that the cost of the direct flight was the same or less than non-direct service.

Required with reimbursement: Printout of direct flight and non-direct flight with the same dates of travel and times as close as possible.

B. **Planned Layover**

Any planned travel which includes an intentional layover (or intermediate stay) must be submitted to Krell in advance for review and approval.

Required with reimbursement: printout showing conference date airfare in comparison to planned layover airfare

C. Point to Point Travel

Any travel which is not point to point should be submitted to Krell in advance for review and approval.

Required with reimbursement: printout showing normal conference date airfare compared to point to point airfare

D. Foreign Travel/Foreign Air Carriers

Travelers will be required to follow the Federal Travel Regulations (FTR) regarding the use of U.S. air carriers for international travel. Travelers must have their foreign travel pre-approved by Krell in order to be reimbursed.

E. Saturday Night Stay

Saturday night stays frequently reduce airfare costs but cause hotel, per diem, and other costs to increase. The traveler may choose to include a Saturday night stay if the total cost, including lodging and per diem, does not exceed what the total cost would have been without a Saturday stay. It is the responsibility of the traveler to document this cost savings. A Saturday night stay may be required under special circumstance due to the timing or location of the business activity or because of budgetary constraints.

Required with reimbursement: printout showing Saturday night stay airfare compared to conference date travel

III. NON-REIMBURSABLE TRAVEL COSTS

The following costs are generally not reimbursable. If the charges were incurred as a result of special circumstances and the traveler submits an explanation of the charges with the request for reimbursement, Krell will consider the request.

1. Flight Change/Cancellation Fees
2. Extra Baggage Fees
3. Hotel Early Departure Fees

IV. RECEIPT REQUIREMENTS

Reimbursement will be based upon original receipts. Copies are not acceptable for reimbursement without an explanation and approval. The following are required for reimbursement:

- Airfare/trainfare: original passenger receipt or in the case of an e-ticket, an invoice showing the cost and zero balance due
- Mileage - location traveled to/from and mileage to/from that location
- Driving expenses - receipt for tolls & other driving expenses over \$30
- Taxi/Shuttle/Parking - receipt if over \$30
- Rental car - rental agreement and/or original receipt
- Hotel - original hotel bill

- Other costs - receipt if cost exceeds \$30
- Per Diem - date and time of departure and return
- Phone calls - business related calls are reimbursable. A safe arrival call (up to \$10) will be reimbursed and should be noted as such on the hotel receipt.
- Internet connection charges – receipt showing cost of connection must be provided
- Registration - original receipt

V. REIMBURSEMENT REQUESTS

Requests for reimbursement of travel expenses should be submitted to Krell accounting no later than sixty (60) days following the conference. If the request cannot be submitted within 60 days, the traveler should contact Krell and request an extension of the time period. Krell will normally reimburse travelers within two weeks of receipt of complete, appropriately documented requests.