

Corporate Travel Policy

Proposed January 30, 2010

TABLE OF CONTENTS

Statement of Purpose	1
JRC-DMS Travel Policies.....	1
Responsibilities and Enforcement.....	1
Travel Arrangements	2
Air Travel.....	2
Lodging.....	2
Accommodation Selection	2
Car Rentals.....	3
Other Transportation.....	3
Meals and Entertainment	4
Award Point Programs.....	4
Spouse/Guest/Personal Travel Combined with Business	4
Telecommunications	5
Other Reimbursable Expenses	5
Miscellaneous Travel Expenses.....	5
Payment and Documentation	5
Quick Reference for Site Visitors	6

Statement of Purpose

This document serves to clarify the means by which travel should be arranged and the parameters that must be adhered to. It is JRC-DMS policy to reimburse Board members, site visitors, contractors and employees for ordinary, necessary and reasonable travel expenses when directly connected with or pertaining to the transaction of JRC-DMS business. All travel must be done in accordance with this policy to qualify for reimbursement. Those traveling on JRC-DMS business are asked to exercise prudent business judgment regarding expenses covered by this policy.

JRC-DMS Travel Policies

It is the intent of the JRC-DMS to allow for adequate accommodations for individuals who are required to travel on JRC-DMS business. It is also expected that these individuals will use discretion and good judgment in spending JRC-DMS funds.

Each individual traveling for JRC-DMS business is expected to fill out a Travel Expense Form in order to be reimbursed. Receipts are required for all expenses for site visitors. For any other JRC-DMS travel, receipts are required for all expenses exceeding \$20.00. For employees using corporate American Express cards, copies of receipts are to be submitted with the expense report and originals included with the coded monthly credit card statements. For all travelers, completed expense reports must be submitted within 45 days of the conclusion of travel.

Corporate credit cards are to be used for JRC-DMS business only. Personal use of the corporate credit card is strictly prohibited and violations are subject to disciplinary action.

Responsibilities and Enforcement

An organized and clear process for submitting expenses is crucial to ensure that all expenses are reimbursed in a timely manner. The Accounting Department is responsible for ensuring that any expenses reimbursed or paid for by the company are in compliance with this Corporate Travel Policy. When submitting a Travel Expense Form, any deviations from the policies detailed within this document must be explained on the expense report and expenses that are not in compliance with this policy require the written approval of the Executive Director.

The Accounting Department and the JRC-DMS management are responsible for ensuring that this Corporate Travel Policy is available to all travelers, travel arrangers, accounts payable staff, and newly hired employees expected to travel.

Maintenance and updating of the Corporate Travel Policy is the responsibility of the Executive Director and will include collaboration with the Board of Directors Chair and Treasurer

Secretary. Any questions or concerns regarding this travel policy should be addressed to one of these individuals.

Travel Arrangements

Air Travel

Reservation Procedures: It is required that reservations for trips requiring air travel be made through the JRC-DMS's travel agent (Cindy Mielke at Regency Travel; 888-386-1036 or 954-525-5117). This will help to simplify travel arrangements, allow the tickets to be billed to the JRC-DMS's account and allow for assistance should issues arise during the course of travel.

Class of Service: All individuals traveling on JRC-DMS business must travel in coach class unless using a free upgrade or have prior approval from the Executive Director.

Lowest Available Airfare: All airline tickets must be booked at the lowest available airfare.

The following criteria will be utilized to determine lowest available airfare.

- The flight's departure or arrival time is within two hours before the requested departure or arrival time;
- One stop or connecting flights must be booked if savings of \$200 or more can be achieved;
- Travelers may not specify a preferred carrier if a significantly lower cost fare is available.

Baggage Fees: Baggage fees will be reimbursed.

Rebooking Fees: Rebooking or change fees will be reimbursed for emergency situations only.

Lodging

Accommodation Selection

For Exhibits (applicable to employees): The Marketing Specialist is responsible for making the hotel arrangements for the exhibit personnel and other JRC-DMS personnel needing hotel rooms during a particular meeting.

Room Type: Unless otherwise specified, a standard non-smoking room is automatically reserved.

Hotel Rooms for Local Meetings (applicable to employees): Meetings located in Washington, DC, Baltimore and the surrounding areas are considered local. If desired, for travel in excess of 50 miles, each way, hotel rooms will be arranged for the attending employee. For travel less than 50 miles, each way, the Executive Director must grant approval if a hotel room is requested due to the hours of the exhibit, or other unique circumstances.

For Board Meetings (applicable to both volunteers and employees): The Executive Director and/or IAC Director of Marketing arranges hotel accommodations at the hotels where the Board of Directors meetings take place via a master rooming list. The cost of the hotel rooms and

related taxes and service charges are master billed to the JRC-DMS's account. Each individual is asked to present a credit card upon check in for incidental charges. The designated staff member customarily negotiates the meeting contracts to allow for the discounted, group room rate to be extended for 3 days pre and post the event. Therefore, Board members and staff who stay extra nights, their room reservations are included on the master rooming list and paid as part of the JRC-DMS bill. Upon return from the meeting, the individuals receive a bill from the JRC-DMS for the extra nights stayed. This processing of the bill and subsequent payment are handled by the Accounting Department.

Site Visits: Generally hotel rooms will be booked by the program being site visited or the travel agent. Though the cost of accommodations will vary with location, in the event the site visitor must book their own accommodations, the site visitor must book reasonably priced accommodations. Rooms in excess of \$175 per night must have prior approval by the program. Site visitors will be reimbursed for accommodations upon submission of their expense report.

Cancellation: All rooms will be guaranteed for late arrival when booked by JRC-DMS or the travel agent. The person traveling must either notify the JRC-DMS staff or cancel their own room reservation, by the required deadline if they will not need the room, to avoid a "no-show" charge. If the cancellation is made directly with the hotel, travelers must request and retain a "cancellation number" as documentation of the transaction or be held personally responsible any charges incurred.

Car Rentals

Cars should be rented by individuals traveling on JRC-DMS business only when other means of transportation are unavailable, more costly, or impractical. Travelers must obtain the most competitive rate available. ***Car rentals for use on a jrc-dms site visit must be pre-approved by program officials and the jrc-dms Executive Director.***

Size Limit: All rentals should be for intermediate size cars or smaller, unless 3 or more people are traveling together or if an upgrade is provided by the rental company at no cost.

Car Rental Insurance: Travelers paying for a rental car using a credit card may receive limited loss and damage coverage through the credit card company or through their personal insurance and should review the terms of such coverage. Options for insurance should be researched prior to renting a car and unnecessary optional coverage avoided. If renting a vehicle outside of North America, purchasing optional insurance may be mandatory.

Refueling: When renting cars, individuals are required to refuel cars prior to returning them to the rental company.

Other Transportation

Personal Car: Travelers may utilize personal cars for JRC-DMS business travel if it is less expensive than renting a car, taking a taxi, or using alternate transportation. The use of personal cars for business will be reimbursed at the standard rate set by the US General Services Administration under Privately Owned Vehicle Mileage Reimbursement Rates. This mileage allowance covers all auto costs (e.g. gasoline, repairs, insurance, etc.) other than parking and

tolls. The current reimbursement can be viewed on the GSA website at: <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>. When being reimbursed for mileage, the cost of refueling is included and not separately reimbursed

Personal Car versus Air Travel: If advance approval has been obtained from the Executive Director, a traveler may use surface transportation for personal reasons even though air travel is the more appropriate mode of transportation. The total cost of personal car travel must not exceed the cost of airfare, based on the lowest regular coach fare available for the location of travel from a standard commercial air carrier plus, transportation costs to and from the airports and end destination.

Ride Sharing: If two or more individuals are traveling to the same location, it is recommended that the travelers share a ride.

Rail: All rail transportation must be in economy class and local rail service. Use of Acela or Metroliner is prohibited.

Taxis and Other Local Transportation: The cost of taxis to and from places of business, hotels, airports or railroad stations in connection with business activities is reimbursable. Use of taxis is discouraged when more economical services (i.e.: airport shuttles, hotel vans, etc.) are available. Travelers are encouraged to utilize public transportation whenever feasible.

Meals and Entertainment

Personal Meal expenses are those incurred by those traveling on JRC-DMS business when dining alone. Personal meals must be itemized by meal and will be reimbursed up to \$60/day and include breakfast, lunch, dinner and any snacks, drinks, etc. This amount is based on an average of the IRS regulations published at www.gsa.gov under Per Diem. Amounts incurred in excess of the per diem will be the obligation of the traveler. Cost of alcoholic beverages will not be reimbursed.

Award Point Programs

Individuals traveling for JRC-DMS may retain award points and utilize the rewards for personal purposes. However, participation in these programs may not result in any incremental cost to the JRC-DMS related to transportation or lodging. Participation in award point programs may result in additional Internal Revenue Service (IRS) reporting requirements. It is the responsibility of the individual traveler to maintain required documentation for tax purposes.

Spouse/Guest/Personal Travel Combined with Business

Travel expenses for family members or guests are not reimbursable. However, a guest may share accommodations as long as there is no additional cost to the JRC-DMS as a result.

Telecommunications

Air/Rail Telephones: Except in an emergency, or when a critical business issue is involved, airphones, railphones or car service telephones should be avoided.

Hotel Surcharges: When possible, making calls from hotels that should be avoided. If the traveler has a cell phone, it should be used for making calls while in the continental US and charges may be billed to the JRC-DMS.

Internet: When internet connection is required during travel for the JRC-DMS and free internet connection is not available, charges are reimbursable up to \$20.00 per day.

Other Reimbursable Expenses

The following incidental expenses, when directly related to business travel, are reimbursable:

- Tips: 20% at restaurants; \$1 per bag
- Laundry/Valet: for trips in excess of five days
- Parking: Airport economy lots and hotel self parking
- Tolls
- Use of an exercise facility (up to \$15/day when free access to hotel gym is not available)
- Currency conversion for international travel

Receipts are required for all miscellaneous reimbursable expenses except bag tips.

Miscellaneous Travel Expenses

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Form must include an explanation of why such expenditures are being claimed. Miscellaneous expenses may include business office expenses, special fees for package deliveries, etc.

Payment and Documentation

Travelers must submit expense reports no more than forty-five days after completion of travel and the following guidelines must be applied:

- Receipts must be submitted for all expenses.
- Meal expenses must be itemized per meal on the expense report.
- When being reimbursed for mileage, actual mileage to and from destination are required.

Quick Reference

Expense	Standard Reimbursement	Additional Instructions	Receipts Required	Misc.
Lodging	≤\$175.00/night when not booked or paid for by program for site visits	May book through JRC-DMS Travel Agent if not booked by program	Yes	N/A
Meals	≤\$60.00/day	Must itemize all meals on expense report	Yes	Restaurant Tips up to 20%
Commercial Ground Transportation	Most Affordable To destination	N/A	Yes	N/A
Airfare	Lowest Available	Must book through JRC-DMS Travel Agent	Yes	Regular Coach Class
Car Rental	Requires pre approval. Lowest Available rental cost and more economical than other modes of transportation	Must refuel upon return of car. No addtl. Insurance purchase.	Yes	Research personal insurance options prior to rental.