

 <p>FOUNDATION FOR THE ACCREDITATION OF CELLULAR THERAPY AT THE UNIVERSITY OF NEBRASKA MEDICAL CENTER Policies and Procedures</p>	<p><b>Policy</b></p>	<p>Document #: ADM.1.1.004 Revision: 0 Approval Date: 08/05/2012 Page 1 of 7 Effective Date: 08/05/2012</p>
<p><b>Travel Guidelines and Expense Reimbursement Policy</b></p>		

## 1.0 Purpose

This document ensures that all travel is consistent with the business objectives of the Foundation for the Accreditation of Cellular Therapy (FACT). It also ensures fair and equitable treatment of FACT employees, board members, committee members, auditors, and inspectors by defining procedures for authorized travel and guidelines for expense reimbursement. It is intended that this policy cover all aspects of reimbursement of costs incurred during travel on FACT business.

## 2.0 Scope

This procedure is applicable to FACT employees, board members, committee members, auditors, and inspectors who are responsible for traveling on behalf of FACT.

## 3.0 Responsibility

- 3.1 It will be the responsibility of FACT to ensure that:
  - 3.1.1 All FACT employees, board members, committee members, auditors, and inspectors have access and adhere to this policy.
  - 3.1.2 The guidelines described herein are followed.
  - 3.1.3 The policy is reviewed annually and updated as necessary to evaluate its effectiveness.

## 4.0 References

- 4.1 [Travel and Expense Report](#), ADM.FRM.1.001
- 4.2 FACT Affidavit, ADM.FRM.1.002

## 5.0 Overview

A critical balance must be sought when traveling on behalf of FACT. This is FACT's need for cost effectiveness and the traveler's need for quality support. Travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodations should be used.

## 6.0 General Travel Guidelines

- 6.1 FACT employees, board members, committee members, auditors, and inspectors travel and the expenses associated with it, will be authorized only in circumstances which are clearly consistent with the mission of FACT
- 6.2 In order maintain control over expenditure, any expense submitted which does not comply with the guidelines of this policy will not be reimbursed.

### 6.3 Air Travel

- 6.3.1 It is recommended that air accommodations be made through the travel management firm, Travel and Transport, if at all possible.
- 6.3.2 Travel and Transport will bill FACT directly for the cost of the airfare.
- 6.3.3 Travel and Transport provides air travel management reports and contacts the FACT office when ticket prices are over the set amount for approval prior to booking.
- 6.3.4 The rationale behind using a single travel firm is that management reports providing a central data base of savings analysis and cost allocation regarding all air travel is valuable to contain costs and minimize fee increases. If there are multiple booking sources, this data cannot be complete.
- 6.3.5 Travel and Transport will advise of the lowest fare and routing, determined by examination of all carriers possible of the requested departure and arrival times.
- 6.3.6 It is the policy of FACT to use the lowest fare wherever possible. Travel and Transport is required to contact FACT and obtain approval on all air travel that is booked with less than seven days advance notice.
- 6.3.7 If Travel and Transport is not utilized, travelers are required to submit an itinerary that includes prices to the FACT office prior to booking.
- 6.3.8 Air travel will be via the most direct and economical means, accommodating the comfort, needs, and preferences of the traveler when at all possible. All efforts should be made to obtain the lowest, coach fare available.
- 6.3.9 Non-Refundable airfares are recommended.
  - 6.3.9.1 Non-Refundable fares are usually less expensive than refundable un-restricted fares.
- 6.3.10 Travel arrangements should be made as soon as you are notified of placement on an inspection team, or are requested to travel on behalf of FACT. If you notify Travel and Transport of your travel plans thirty (30) days or more in advance, your airfare will, in most cases cost considerably less.
  - 6.3.10.1 In the event that travel plans change, the credit can be used towards future travel on FACT's behalf.
  - 6.3.10.2 When a trip is cancelled after the ticket has been issued, the traveler should inquire about using the same ticket for future FACT travel when airfare eligibility requirements (verified with travel agent) are met.
- 6.3.11 FACT employees, board members, committee members, auditors, and inspectors may retain all benefits from frequent flyer memberships, but should not be the basis for switching airlines unless such choice is reasonable equal in cost to the lowest acceptable alternative.

- 6.3.11.1 Dues for such memberships must be paid by traveler.
  - 6.3.12 FACT employees, board members, committee members, auditors, and inspectors may elect to upgrade travel class at any time.
    - 6.3.12.1 Traveler must personally pay the cost difference or use accumulated air miles points to upgrade to business or first class.
  - 6.3.13 Deviations from the lowest fare or airfare over \$500 USD requires authorization prior to booking and must have pre-approval prior to booking.
    - 6.3.13.1 Airfares over the set amount will be reviewed by FACT.
    - 6.3.13.2 Exorbitant airfares may result in inspectors being removed from the team to contain spiraling travel expenses.
  - 6.3.14 FACT employees, board members, committee members, auditors, and inspectors should be attentive in booking fares that meet these guidelines and are expected to use non-direct flights when the savings are substantial.
- 6.4 Ground Transportation
- 6.4.1 Airport shuttles and taxis
    - 6.4.1.1 The use of airport shuttles and taxies upon arrival at the destination is the preferred mode of transportation
  - 6.4.2 Bus and Rail
    - 6.4.2.1 The use of bus or rail is acceptable and reimbursable.
  - 6.4.3 Automobile Travel
    - 6.4.3.1 Personal vehicle
      - Mileage and use of a personal vehicle to travel to an inspection is reimbursed at the University of Nebraska Medical Center rate.
      - Use of a personal vehicle must be equal to or less than the equivalent round trip airfare.
    - 6.4.3.2 Car Rental
      - Car rental must be prior authorization by FACT staff.
      - The cost of rental cars is allowed only if the nature of the trip or the location of the places of business to be visited is such that use of local transportation is not practical or would be more expensive.
- 6.5 Meals
- 6.5.1 FACT employees, board members, committee members, auditors, and inspectors will only be reimbursed for his or her own meals.

- 6.5.2 When two or more FACT employees, board members, committee members, auditors, or inspectors are dining together it is preferred to have separate checks and keep expenses on an individual basis.
  - 6.5.2.1 When dining in a group and one check is issued, all participants should be listed both on the receipt and the expenses form of the traveler claiming the expense.
  - 6.5.2.2 Only expenses related to FACT employees, board members, committee members, auditors, or inspectors will only be reimbursed.
- 6.5.3 FACT's policy is to reimburse for reasonable meal costs rather than to provide a per diem meal allowance.
  - 6.5.3.1 The reported meal costs should be those that were reasonable incurred.
- 6.5.4 It is anticipated that dinner costs may include the price of one alcoholic beverage.
  - 6.5.4.1 More than one such beverage before, with, or after dinner or any such beverage at lunch is considered to be strictly personal preference and is, thus, a personal expense.

## 6.6 Hotel Accommodations

- 6.6.1 Travel and Transport can also assist with hotel accommodations, but requires a personal credit card to hold a reservation.
  - 6.6.1.1 The FACT office will obtain and provide information on a recommended hotel for inspectors and auditors.
- 6.6.2 Up to two nights hotel expenses can be reimbursed for a one day inspection in North America.
- 6.6.3 Up to three nights hotel expenses can be reimbursed for a two day inspection in North America.
- 6.6.4 Up to four nights hotel expenses can be reimbursed for a two day international inspection.
- 6.6.5 Additional night's hotel expenses are reimbursable in situations where travel is delayed or canceled due to unforeseen circumstances.
- 6.6.6 FACT will reimburse the additional cost of hotel and meals if savings of \$200 or more are realized on airfare by including a Saturday night stay.
  - 6.6.6.1 FACT will never require a traveler to stay over a Saturday night solely for the purposed of getting a reduced airfare.
- 6.6.7 The minimum corporate rates for single rooms should be requested at all hotels and motels.

## 6.7 Parking Tolls

- 6.7.1 Airport parking is reimbursable.
  - 6.7.1.1 Long term parking is recommended for travel lasting more than two days.
  - 6.7.1.2 Acceptable parking charges include fees charged at hotels and airport parking lots.
  - 6.7.1.3 Toll charges are reimbursable when a rental or private car is used for ground transportation.
- 6.8 Telephone expenses
  - 6.8.1 Charges necessary for conducting business are reimbursable.
  - 6.8.2 Air-phone usage is strongly discouraged due to high cost.
- 6.9 Tips and gratuities
  - 6.9.1 Tips and gratuities should be appropriate and reasonable for the service rendered.
- 6.10 Passport and Visas
  - 6.10.1 Expenses related to obtaining a passport are not reimbursable.
  - 6.10.2 It is up to each traveler to determine visa requirements (which may differ with citizenship).
    - 6.10.2.1 Expenses related to obtaining a visa in conjunction with FACT travel are reimbursable.
- 6.11 Non-reimbursable expenses include, but are not limited to:
  - 6.11.1 In room movies
  - 6.11.2 Personal entertainment
  - 6.11.3 Magazines
  - 6.11.4 Sundries
  - 6.11.5 Mini Bar charges
  - 6.11.6 Laundry or dry cleaning
  - 6.11.7 Baby-sitting or child care
  - 6.11.8 Pet boarding expenses
  - 6.11.9 Airline upgrades
  - 6.11.10 Grooming costs

- 6.11.11 Luggage purchases
- 6.11.12 Family/partner accompanying traveler
- 6.11.13 Use of frequent flyer award tickets for travel
- 6.11.14 Hotel upgrades
- 6.11.15 Parking tickets
- 6.11.16 Expenses related to personal days
- 6.11.17 Excess baggage charges due to an extended trip
- 6.11.18 Lost or stolen property
- 6.11.19 “No-show” charges unless there is sufficient proof that the billing is in error or circumstances were beyond the traveler’s control.

## 6.12 General Reimbursement Guidelines

- 6.12.1 It will be the responsibility of each FACT employee, board member, committee member, auditor, or inspector that reimbursements are requested for actual, reasonable travel expenses.
- 6.12.2 All reimbursements should be sent to the FACT office in care of the Business Manager’s attention within 60 days.
- 6.12.3 All travel reimbursements must be requested using the official [Travel and Expense Report](#) form.
  - 6.12.3.1 The approved form is available as a fillable PDF, but the form may be printed out and filled in manually.
  - 6.12.3.2 Each form must be complete with the following information:
    - Name of traveler and address to where the check should be sent.
    - Reason for travel including program name or meeting attended city and state.
- 6.12.4 A receipt for each expense claimed on the form is required.
  - 6.12.4.1 Expenses that are incurred where no receipt is available, such as public transportation or gratuities, will be reimbursed with an explanation of the expense.
  - 6.12.4.2 Other expenses that are incurred where no receipt is available require further documentation.
    - The FACT employee, board member, committee member, auditor, or inspector should request *an affidavit* in case of a lost receipt from the Business Manager.

- The lost receipt affidavit must be completed, signed, and returned to the Business Manager before the expense can be reimbursed.
  - Photocopies will be acceptable only with a detailed explanation as to why the original receipt is unavailable.
- 6.12.4.3 Receipts must include the name of the vendor, location, date, and dollar amount.
- 6.12.4.4 Credit card receipts must be accompanied by an itemization of purchase.
- Credit card receipts that are not itemized are not reimbursable.
- 6.12.4.5 Receipts for expenses in non US funds.
- Expenses submitted in foreign funds will be converted to USD using a currency converter for the day the expense occurred by the FACT office. Expenses incurred in foreign funds that have been converted to USD by traveler will be spot checked for accuracy.
  - Expenses submitted in foreign funds with an accompanying credit card statement will be paid according to the converted amount shown on the credit card statement.
- 6.12.5 Inspector reimbursement will be disbursed after the necessary inspection documentation is received.
- 6.12.6 Receipts and , form may be scanned and emailed, but original receipts must be received prior to reimbursement.
- 6.12.7 Claims that do not meet these requirements may not be fully reimbursable.
- 6.12.8 Expense reports that are incorrect, incomplete, or include disorganized receipts:
- 6.12.8.1 Will be returned to the traveler for completion.
- 6.12.8.2 May result in delay or non-reimbursement of specific items.
- 6.12.8.3 As with any statement of procedures, exceptions are expected; however, request for such exceptions must be made in a full written explanation and are subject to review.
- 6.12.9 Reimbursements will be mailed within ten days of receipt.
- 6.12.9.1 Reimbursements will be issued by check in USD funds.
- 6.12.9.2 Reimbursements can be issued via wire transfer in specific funds if the traveler's bank information is on file and requested.

**Approved by (date):**

Jill Hempel (Quality Assurance Manager) (07/29/2012), Linda Miller (Chief Executive Officer) (07/29/2012)