

KRELL INSTITUTE

TRAVEL POLICY

I. OVERVIEW

Employees and non-employees will be reimbursed for the reasonable and necessary costs of travel incurred for KRELL business purposes using the rates and methods described in this document. 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-Krell work activities or takes vacation while on Krell travel status, the travel expenses will be prorated proportionately among the activities and the reimbursement will be reduced appropriately. **Travelers should contact Krell's Reimbursement Coordinator for approval of any special needs or unusual circumstances prior to incurring any travel costs.**

II. Travel Guidelines

1. Air

Airfare will be reimbursed at the actual cost charged by common carriers for coach-class service between the home and business-activity locations using usually traveled, commercial routes established by the airlines. Incremental costs associated with non-stop flights or flights with planned layovers will not be reimbursed under normal circumstances. **Travelers will be required to submit comparison fares to Krell's Reimbursement Coordinator for approval under certain circumstances - see #12 "Special Cases" below. Seat selection fees within the coach-class cabin will be reimbursed up to \$30 per flight.** Fees for upgraded/optional seating outside of coach-class, and fees for other airline services will not be reimbursed under normal circumstances and need to be approved in advance of purchase.

2. Drive rather than Fly

A traveler may choose to drive rather than fly for a business activity. See the discussion in #12, "Special Cases", for details.

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 for coach-class service. First or business class service will not be reimbursed.

5. Travel To and From Airport

Travelers will be reimbursed for round-trip mileage at the federal mileage rate to and from the airport and may be reimbursed for two round trips if they elect not to park a car at the airport while traveling. Standard taxi and shuttle services may be used for travel to and from the airport in lieu of personal automobile use. Fares for limousine or car service in excess of standard taxi or shuttle service fare will not be reimbursed under normal circumstances.

6. Internet Service

The cost of hotel internet service required for business purposes will be reimbursed.

7. **Lodging**

Reimbursement will be made for the actual, single-room rate of standard hotel, motel, or other commercial lodging. Reimbursement will not be made for luxurious accommodations or for lodging with friends or relatives. The federal per diem will be used as a benchmark for hotel rates. As a general guideline, and assuming no special circumstances, lodging costs above the federal per diem will be reimbursed at a maximum of 150% of the federal rate and costs above the 150% level will be the responsibility of the traveler. If costs above the 150% level are due to special circumstances, travelers should contact Krell's Reimbursement Coordinator for approval prior to incurring any costs. Sales and occupancy taxes will be paid in addition to the lodging rate. As noted above, hotel fees for internet service required for business purposes will be reimbursed.

8. **Per Diem** To be added to reimbursement requests by Krell staff based on travel dates/times.

Meals and incidental expenses will be reimbursed using the Federal M & IE per diem rates established by GSA. An overnight stay is required before per diem will be paid. 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** Not an allowable program review expense.

If a rental car is necessary, the traveler may request a car up to the mid-size range. Anything larger than a mid-size will require justification. Liability and other rental insurance costs will be reimbursed if the traveler is required to pay them. Krell employees renting a car for business purposes and paying with a company credit card do not need to accept the collision damage waiver insurance offered by the rental agency. Refill costs for gasoline are reimbursable when a rental car is used.

10. **Parking**

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

11. **Travel Advance**

Travel advances will normally not be granted for travel within the continental U.S. but requests for a travel advance will be considered on a case-by-case basis.

12. **Special Cases**

For the special situations listed below, travelers must submit a comparison fare and will be required to contact Krell's reimbursement coordinator in advance of booking travel for approval of air fares which will be used for comparison purposes.

Comparison fares will be based on one-stop travel on the business activity dates, between 6 am and 8 pm, purchased at least 21 days in advance. Costs in excess of lowest fare will not be reimbursed.

A. First/Business Class/Non-stop flights

Krell will not reimburse travelers for the additional costs of first or business class airfare. The cost of non-stop flights will be reimbursed if the traveler submits appropriate comparison fare documentation showing that the cost of the non-stop

flight was the same or less than one-stop service.

B. Drive rather than Fly

A traveler may choose to drive rather than fly for a business activity. 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. En route lodging will be reimbursed if the distance driven is 500 miles or more per day. Mileage will be reimbursed at the current federal rate.

C. Planned Layover

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

D. Travel Before or After the Business Activity

Travel should occur on or as close as possible to the actual business activity dates. Travel the day prior to or the day after the business activity will be allowed if necessary. Travel on other days will require an explanation and a comparison fare based on travel on the actual business activity dates.

E. Unusual Routing or Upgraded/Optional Seating

Any travel which involves an unusual route or upgraded/optional seating must be submitted to Krell's Reimbursement Coordinator in advance for review and approval. Requests based on medical need or disability must include a written statement from a competent medical authority authorizing the special accommodation.

F. Foreign Travel/Foreign Air Carriers

International travel must follow the Federal Travel Regulations (FTR) commonly referred to as the Fly America Act. This requires the use of U.S. air carriers. An exception is provided when an Open Skies Agreement is in place between the United States and European Union (EU). Travelers must have their foreign travel pre-approved by Krell's Reimbursement Coordinator in order to be reimbursed.

G. 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 circumstances due to the timing or location of the business activity or because of budgetary constraints.

13. Baggage Fees

Krell will reimburse for one checked bag per flight. A fee for a second or additional personal checked bag will not be reimbursed under normal circumstances. If special circumstances require the traveler to have more than one personal checked bag, the traveler will need to notify the reimbursement coordinator and provide appropriate supporting documentation. If equipment/materials for a meeting are checked as baggage rather than being shipped prior to the meeting, the additional baggage fee will be reimbursed.

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 and request for reimbursement, Krell will consider the request.

1. Flight change/cancellation fees
2. Extra baggage fees
3. Fees for upgraded seating location, leg room, or priority seating
4. Hotel early departure fees
5. Internet fees, other than hotel
6. Limousine or car service fees in excess of standard taxi/shuttle fares
7. Trip insurance or travel guard fees

IV. RECEIPT REQUIREMENTS

Reimbursement requests must be supported by appropriate receipts. The following are required for reimbursement:

- Airfare/train fare: passenger receipt or in the case of an e-ticket, an itinerary showing travel details, cost and zero balance due
- Baggage fees – airline receipt
- Seat selection fees – airline receipt
- 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 – detailed rental receipt
- Hotel - detailed hotel bill showing zero balance due
- Other costs - receipt if cost exceeds \$30
- Per Diem - date and time of departure and return
- Internet connection charges – hotel bill showing cost of connection
- Registration - receipt

V. REIMBURSEMENT REQUESTS

Requests for reimbursement of travel expenses should be submitted to Krell accounting no later than sixty (60) days following travel. 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 receiving complete, appropriately documented requests.

IF A PARTICULAR TRAVEL SITUATION IS NOT ADDRESSED ABOVE, PLEASE CONTACT THE REIMBURSEMENT COORDINATOR, REIMBURSEMENT@KRELLINST.ORG, FOR CLARIFICATION/APPROVAL BEFORE MAKING ARRANGEMENTS.