



## CDISC Operating Procedure 018 Travel Expenses

### Revision History

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
2 April 2012	.01	First Draft	Shirley Williams
October 2012	1.0	Final	Financial Oversight Committee
July 2017	2.0	Update	Marine Laurent, VP, Finance

# CDISC Operating Procedure 018

## Travel Expenses

### 1 Purpose

This document describes the policy supporting travel expenses approval and reimbursement processes for employees, contractors and any other individual or organization that have received approval for CDISC-paid travel. The purpose is to ensure that all travel expenses are reasonable, necessary and have a valid business purpose.

### 2 Travel Guidelines

When incurring travel expenses individuals should use discretion and good business judgment, keeping in mind that CDISC is a non-profit organization. CDISC expects everyone to make the most economical travel arrangements.

- Air Travel
  - Reservations should be made as far in advance as possible in order to take advantage of reduced fares.
  - CDISC will reimburse for economy class airfare with the most logical and direct routing. For flights longer than five (5) hours, CDISC will reimburse for premium economy fares, provided the fare difference remains reasonable. Note that journeys of more than one flight leg do not count cumulative hours for the premium economy benefit. In case of doubt, travelers should seek approval from their supervisor or the VP of Finance.
  - CDISC will not reimburse for first class or business class airfare or any monies for upgrades to a higher level than economy class, except as stated above.
  
- Ground Transportation
  - The most economical and logical form of ground transportation should be chosen. This can vary from courtesy cars and shuttles (hotels), public transportation (trains, subway, etc.), taxis, rental cars, and personal cars.
  - If an individual uses their personal vehicle for travel they should keep track of mileage used and include that on the expense report submitted for reimbursement. CDISC will reimburse mileage at the rate the IRS approves every year: <https://www.irs.gov/tax-professionals/standard-mileage-rates/>.
  - Parking/Tolls: CDISC will reimburse parking fees and toll fees as necessary based on the travel itinerary. CDISC will not reimburse any parking tickets, fines, or car washes.

- Car insurance: whenever renting a car for CDISC travel, a comprehensive insurance should be purchased when available.
- Lodging
  - CDISC's standard for accommodation is a single room with a private bath in a moderately priced business class hotel or motel or Airbnb or an equivalent online option. Travelers should aim to keep the nightly rate below \$185. The Federal per diem rates may be used as a guide to assess reasonable costs per location: <https://www.gsa.gov/portal/category/104711>
- Out of town meals
  - CDISC will reimburse on a per meal basis for the actual cost not to exceed three meals per day.
  - Individuals should aim to keep meal costs below \$25 per meal.
  - Itemized receipts should be provided, and include the name of all individuals whose meals are being paid for (other than the traveler).
  - Alcoholic beverages are considered acceptable expenditures where
    - they are consumed in relation to CDISC-related business
    - consumption is nominal or moderate (staff is required to exercise sound judgment in this regard); and
    - are permitted under the terms of the funding source.
 In no circumstances are alcoholic beverages, considered reimbursable expenses for suppliers, consultants or contractors.
- Other expenses:
  - Annual airport lounge membership may be reimbursed up to \$500 per year for staff who travel frequently as a requirement of their job duties, with prior approval by VP of Finance or CEO. Such approval must be reviewed at least on a yearly basis.
  - CDISC will reimburse for reasonable laundry expenses if travel period exceeds five days.
  - CDISC will reimburse for reasonable gratuities for food servers, bellhops, maid service, etc.
  - CDISC will reimburse for reasonable telephone and data plan charges if there is no free plan/method available.
- Changes due to unforeseen external circumstances:
 

In case of a change of itinerary or delays due to unforeseen conditions (e.g. weather), the following considerations apply, as deemed necessary:

  - CDISC will reimburse flight change fees and airfare difference, and / or
  - CDISC will reimburse additional reasonable lodging nights and meal expenses.
- The following items will not be reimbursed by CDISC:
  - Personal (non-business related) and spousal/family travel expenses

- Health travel insurance, as CDISC offers a comprehensive travel health insurance coverage that each traveler should sign up for.
- Limousine travel unless this is the only method available
- Entertainment expenses such as movies, spa or exercise charges, Participation in or attendance of any sporting event (baseball, golf, tennis, car racing, football, etc.)
- Membership dues (e.g., country club, private club, athletic club, golf/tennis club or similar recreational organizations)
- Purchase of any sporting equipment
- Clothing or luggage purchases
- Entertainment expenses other than dinner for a group conducting business for CDISC (e.g., bar/nightclub, etc.), unless supported by a specific justification and approved in writing and in advance by CDISC leadership
- Frequent traveler mileage or traveler points that cost a fee or any type.

### **3 Expense approval and reimbursement**

#### **3.1 Receipts**

Itemized receipts or invoices need to be included for all items over \$10. An expense cannot be reimbursed if it is \$25 or more and no receipt is included. A credit card receipt is not an itemized receipt and thus not sufficient documentation for this requirement.

Itemized receipts should be relatively clean and readable; provided electronically when the approval system requires electronic copies; and should be kept generally in chronological order.

Requests for exceptions to this policy should document extenuating circumstances and be approved by the VP, Finance

#### **3.2 Expense reports**

No later than one month after returning from a business trip, individuals need to submit an expense report in the relevant system for approval. If the expense report is submitted more than a month after the expense, CDISC is under no obligation to reimburse the claimed expenses.

If some expenses have been paid with a CDISC corporate credit card and other expenses have been paid out-of-pocket by the same staff member, separate expense reports must be filed. Commingled expense reports will be rejected.

Travel expense claims should detail the following: dates and location of travel, business justification.

Supervisors should review submitted expense reports within two (2) weeks. Supervisors approving expense reports are responsible for ensuring that the expenses reported

are proper and reimbursable under this Policy, the expense report has been filled out accurately and has the required documentation; and the expenses are reasonable and necessary.

Upon approval, the expense report will be transmitted to Accounting for recording and payment with two (2) weeks. A second control regarding the existence of the relevant documentation will be performed prior to processing.

### **3.3 Policy compliance and exceptions**

Organization employees are responsible for complying with this Policy. Employees submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement.

Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of the traveler's supervisor and VP of Finance.

Staff credit cards are a privilege. If any staff member habitually violates this Policy, their corporate credit card privilege may be temporarily or permanently revoked by VP of Finance with consent of CEO.

Staff at all levels must be conscious that when meeting with a vendor or prospective vendor it is not appropriate for that vendor to purchase meals, gifts, alcohol, or other items for the staff member. If meeting with a vendor or prospective vendor over a meal, the venue should be of reasonable expense level, and the staff member involved should pay for their meal and subsequently seek reimbursement.

### **3.4 Frequent traveler benefits**

Travelers may join frequent traveler benefit clubs (e.g. hotel points or airline mileage programs) or similar programs so long as there is no additional cost to CDISC beyond the normal cost of travel. Travelers who are eligible may accrue points or mileage to their personal traveler benefit club(s) for CDISC-related travel. These accrued points or mileage are the property of the traveler and not of CDISC.

Where a hotel, event venue, airline, restaurant or other entity offers frequent traveler benefits for rental or payment related to a CDISC event or activity, and not related to a sole traveler's occupancy, those accrued points or mileage are solely the property of CDISC.

### **3.5 Good judgment**

CDISC is a community of trust, and no Policy can cover every eventuality. Travelers are expected to demonstrate good judgement and financial stewardship of CDISC's limited resources as a nonprofit when making travel decisions.

## 4 Travel outside the United States

Travel by staff outside the United States requires pre-authorization by a Vice President or C-level executive at CDISC. In general, travel to parts of the world under a Travel Warning issued by the United States Department of State at [www.travel.state.gov](http://www.travel.state.gov) should be avoided as such locations may be dangerous.

Staff or contractors traveling outside their home country for CDISC business may require a travel visa for their destination. Staff are expected to obtain visas when necessary with enough lead time to avoid urgency fees. Staff may be reimbursed reasonable travel-visa related costs including visa fees and reasonable fees to third-party visa courier services.

## 5 Authorization

This document has been approved and is in effect on this date:

July 2017	Marine Laurent, VP Finance and HR
July 2017	David R. Bobbitt, President and CEO