CDISC Policy 007
Travel Expenses

Revision History

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<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
<th>Author</th>
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<tr>
<td>2 April 2012</td>
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<td>First Draft</td>
<td>Shirley Williams</td>
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<td>October 2012</td>
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<td>Financial Oversight Committee</td>
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CDISC Policy 007
Travel Expenses

1 Purpose

This document is to set policy and define responsibility for travel expenses that the organization reimburses to employees and contractors and any other individual or organization that has received approval for CDISC-paid travel. The purpose is to ensure that all travel expenses are ordinary, reasonable, necessary and have a valid business purpose. CDISC expects everyone to use the most economical travel arrangements.

2 Definitions

There are no definitions for this policy.

3 Travel Guidelines

When incurring travel expenses individuals should use discretion and good business judgment with respect to the expenses.

- Air Travel
  o Reservations should be made as far in advance as possible in order to take advantage of reduced fares.
  o CDISC will only reimburse for economy class airfare with the most logical and direct routing
  o CDISC will not reimburse for first class or business class airfare or any monies for upgrades to a higher level that economy class.

- Lodging
  o CDISC will reimburse at the single room rate for reasonable hotel accommodations.

- Out of town meals
  o CDISC will reimburse on a per meal basis for the actual cost not to exceed three meals per day.
  o Individuals should keep average meal costs no higher than $25 per meal.

- 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. This rate is included on the CDISC expense report form.

- Parking/Tolls
  o CDISC will reimburse these expenses for hotel and other parking fees and any toll fees.
  o CDISC will not reimburse any parking tickets, fines, or car washes.
- Other expenses
  - CDISC will reimburse for reasonable laundry expenses if travel period exceeds four days.
  - CDISC will reimburse for reasonable gratuities for food servers, bell hops, maid service, etc.
  - CDISC will reimburse for telephone charges and/or data plans from hotel when travelling on CDISC business purposes if there is no free plan/method available.

- The following items will not be reimbursed by CDISC:
  - Personal (non-business related) and spousal travel expenses
  - Travel insurance (including rental cars)
  - Limousine travel unless this is the only method available
  - Movies
  - Membership dues (e.g., country club, private club, athletic club, golf/tennis club or similar recreational organizations)
  - Participation in or attendance of any sporting event (baseball, golf, tennis, car racing, football, etc.)
  - Purchase of any sporting equipment
  - Spa or exercise charges
  - Clothing or luggage purchases
  - Entertainment expenses other than dinner for a group conducting business for CDISC (e.g., bar/nightclub, etc.)

- Weather Difficulties - if unforeseen weather conditions cancel or delay travel time, the following considerations apply:
  - CDISC will reimburse fees charged for changing flights due to weather conflict
  - CDISC will reimburse additional lodging nights, as deemed necessary because of weather conflict
  - CDISC will pay meal expenses, adhering to the policy with dollar limit per meal

4 Expense Reports

No later than one month after returning from a business trip, individuals need to submit an expense report to the Executive VP, Finance & Administration (as well as the Executive Operations member to whom they report). The signed expense report, along with all receipts, needs to be scanned and e-mailed to the above two individuals (or all originals sent via mail to the Executive VP, Finance & Administration). Everyone should maintain the original documentation, including receipts, in case they are needed to submit to another organization. When the expense report has been received and reviewed for accuracy, payment will be submitted within two weeks. If the expense report is submitted more than a month after the expense, CDISC is under no obligation to reimburse.
The CDISC expense report form must be used by all CDISC staff. For non-CDISC staff, individuals should submit their own expense report form and/or invoice. Both of these items need to have the following information:

a. Name  
b. Address  
c. Dates of travel  
d. Start and return destinations  
e. Business reason for the travel

The expense report needs to be completed indicating the purpose of the expenses. Receipts 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.

## 5 Authorization

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

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<thead>
<tr>
<th>Name</th>
<th>Board of Directors</th>
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<tr>
<td>Date:</td>
<td>21 November 2012</td>
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