

Expense Reimbursement Policies for Travel to Meetings, Site Visits, Etc.

Persons traveling as an invitee to meetings or on other Cystic Fibrosis Foundation (CFF) business will be reimbursed as outlined below for normal and reasonable travel expense by presenting an expense voucher, properly completed, within 30 days of the incurred expense(s). Receipts for all items claimed, regardless of cost, must be submitted with the expense voucher.

Reimbursement will be in US funds and conversion from foreign currency will be made at the exchange rate as of the day the expense voucher is approved.

1. The name of the person submitting the expenses must be clearly printed on the first line of the form and the form must be signed. The reason for submitting the expenses must be clearly stated, e.g., Speaker, North American Conference, Attended Center Committee Meeting, etc. The period covered, i.e., when the travel took place, including month, day(s) and year, must be clearly stated and the date the form is being submitted must be supplied.
2. **ORIGINAL RECEIPTS are required for all expenses regardless of cost.** Charge card receipts must include an itemized list of purchase(s) or an itemized original receipt must accompany the charge card receipt. Expenses submitted without receipts will **not** be reimbursed. The only exceptions are expenses for which receipts cannot be obtained, such as tips, riding the subway, etc. These items must be explained in the "Other" section on the lower left of the form.
3. **Air or rail tickets** should be secured either from one of the discount Internet sites or directly from the airline at least 14 days in advance **at the lowest available roundtrip fare**. The **maximum** reimbursable for travel is **\$750** for tourist or economy fare. Tourist or economy fares and travel tickets costing greater than \$750 **will not** be reimbursed unless the purchase has been pre-approved by the CFF. If travelers choose more expensive travel options, i.e., first class, business class, high speed options like the Concord, specific airlines or itineraries, the traveler must personally assume the extra costs. Premiums for flight or travel insurance are not reimbursable, nor are travel agent's fees.
4. **Lodging** will be reimbursed for the nights actually required to attend the meeting or complete CFF business. Additional nights will be at the traveler's personal expense. Reimbursement will be at the single room rate or half the double room rate if the room is shared with another conference participant. The maximum amount that will be reimbursed for lodging for meeting attendees is the negotiated single rate at the headquarters hotel. Site visitors and others traveling on CFF business are expected to stay at moderately priced hotels.
5. **Meals.** Charges for meals should be at prevailing rates for moderately priced restaurants. If receipts being submitted include charges for more than one person and/or are for more than the amount being claimed for reimbursement, a notation must be made on the receipt or in the "Other" section of the form to explain. Alcoholic beverage purchases are **not** reimbursable. If meals are provided as part of the meeting program, no reimbursement will be made for meals taken elsewhere.
6. **Ground Transportation.** Reasonable costs for transport to and from the airport, e.g., shuttle, taxi, subway, or mileage and airport parking, in the traveler's home city and in the destination city will be reimbursed. The CFF specifically requests that travelers choose low cost shuttle or subway service whenever possible. If the hotel offers free shuttle service or special arrangements have been made by the CFF, no reimbursement will be made for use of other options.

Use of personal automobiles for long distance trips must be **pre-approved** and the cost of mileage and any other associated costs (overnight accommodations, tolls, etc.) must be less than the lowest available roundtrip airfare as determined by the CFF. Travel by personal automobile, if approved, will be reimbursed at a per mile rate determined by the CFF for the most-direct-route actual mileage from the traveler's home city to the destination and from the destination back to the home city.

The cost of a rental car normally is not reimbursable. However, special circumstances may exist which make renting a car more economical than other travel options, e.g., multiple attendees traveling to a meeting from the same location within easy driving distance. **Prior approval** should be obtained from the CFF in such cases. Site visit travel also may require use of a rental car.

7. **Service charges, tips and other miscellaneous expenses** must be listed in the "Other" column and explained in the box on the lower left of the form. Valet service, movies, gift shop purchases, health club or other recreational activities, etc. are not reimbursable. Faxes, secretarial services, copying, etc. are **not** reimbursable **unless** they are **directly** related to CFF business.

National Office