

## **OpenSFS Travel and Expense Reimbursement Policy**

OpenSFS approved expenses incurred by individuals while in the conduct of an OpenSFS related trip will be reimbursed upon return. Prior written authorization is required from the OpenSFS Board of Directors before any funds are committed by the traveler. Travel and expense reimbursement authorization requests should include estimates for the planned travel. Reimbursing expenses exceeding the authorized amount by 20 percent is at the sole discretion at the OpenSFS Board of Directors. OpenSFS reserves the right, at its sole discretion, to change, modify, add or remove any portion of this Policy.

**Insurance:** The traveler is solely responsible for securing adequate auto, medical, life, and theft insurance coverage prior to authorized travel.

OpenSFS medical coverage under the Business Owners Policy (BOP) does not cover medical expenses for individuals traveling on behalf of the organization.

**Safety and Security:** The traveler is solely responsible for ensuring their personal safety while traveling on behalf of OpenSFS. Please utilize the U.S. Department of State for the latest travel advisories and heed their warnings. Travelers are encouraged to enroll in the Smart Traveler Enrollment Program<sup>1</sup> prior to travel. Report incidents immediately to the US Embassy or a US Consulate nearest you, as well as to OpenSFS.

The following traveler expenses will be reimbursed by OpenSFS only if prior written authorization is obtained from the OpenSFS Board of Directors:

**Air Travel:** As a guideline, individuals are responsible for booking travel for all OpenSFS related events. Some things to keep in mind when arranging air travel:

1. As the OpenSFS is a nonprofit group, we are very cost conscious. Tickets are to be purchased with reasonable industry rates in mind when selecting a preferred itinerary. OpenSFS will reimburse only for economy, or coach, class of travel and, if applicable, for the first piece of checked luggage. Any airline tickets require approval by the OpenSFS before they are purchased.
2. OpenSFS reserves the right to reimburse only for ticket prices inline with reasonable industry standards and will not reimburse additional fees for upgrades, special meals, extended stays, or additional unnecessary requests. The aforementioned list is not exhaustive and any items deemed unnecessary will require further discussion. Personalized requests will be reviewed on a case by case basis and will require approval by OpenSFS.

**Ground Transportation:** OpenSFS will reimburse the following ground transportation:

1. Travel to and from the home airport at current IRS<sup>2</sup> rate \$ per mile.
2. Airport, venue and hotel parking.
3. Taxi or rental car for transportation between the event and hotel. OpenSFS will reimburse for your transportation between the hotel, airport and event sites only when related to OpenSFS business. When deciding between a taxi and a rental car, please keep in mind that you are there on behalf of a nonprofit organization.
4. Economy, Compact, or Intermediate size rental cars are allowed. Navigation systems, cell phones, and auxiliary services are not reimbursable.

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<sup>1</sup> <https://step.state.gov/step/>

<sup>2</sup> <https://www.irs.gov/newsroom/standard-mileage-rates-for-2018-up-from-rates-for-2017>

Approved by the Board of Directors on August 15, 2018

5. A reasonable amount of insurance is reimbursable, typically a Loss Damage (or collision) Waiver, provided that you do not carry personal auto insurance that covers rentals on business travel, or the credit card used to make the reservation does not provide same benefit.

Hotel: Reservations for hotel stays are the responsibility of the person traveling. OpenSFS will reimburse for the reasonable costs associated with your hotel stay to include room, tax, internet, and OpenSFS business related additional fees for your stay. As a general rule, OpenSFS will reimburse for the room night prior to your event. Exceptions to this are taken on a case by case basis and must be approved prior to your trip. Hotel receipts must be itemized.

Meals: Reasonable meal expenses will be reimbursed without receipts. OpenSFS reimburses not more than \$100.00 per day (or equivalent in foreign currency), for food over the course of one day. In instances where a reimbursement request is more than \$100.00 for one day, receipts must be provided. We do recognize that the expenses for some venues (i.e. Japan) may exceed this for a reasonable meal. These instances will be taken on a case by case basis, with documented receipts, and subject to review.

Visa: The traveler is responsible for securing a visa to the destination country, if one is required. Visa fees are eligible for OpenSFS reimbursement.

Travel document: A traveler must have a valid passport in order to travel internationally. Most destinations require a passport which will not expire within six (6) months of the planned return home date. Passport application fees are eligible for OpenSFS reimbursement.

OpenSFS does not reimburse for items unrelated to the event such as personal entertainment.

For reimbursement upon your return, please mail originals email scans of your receipts to VTM, attention OpenSFS Administration (admin@opensfs.org) within 15 days of the event date for reimbursement. Please include a completed expense report worksheet. We understand that these expenses will be coming from your pocket and will work to get expense checks back to you as soon as possible.