

8.0 TRAVEL EXPENSE AND REIMBURSEMENT POLICY

The following policies address reimbursement for travel expenses.

8.1 Eligibility for Reimbursement

- 8.1.1 General Eligibility Requirements.** Members of the Board of Directors and committees, invited guests, and OPTN contractor employees will be reimbursed for OPTN expenses, subject to limitations of the Policy. Members are encouraged to request that their institution absorb the costs of attending meetings, where possible. OPTN contractor staff must complete a travel request form that shall be approved by management.
- 8.1.2 OPTN Meetings in Conjunction with Other Meetings.** If the OPTN holds a meeting in a city where the traveler will be present to attend another organization's meeting (e.g., AST, NATCO, etc.), the OPTN will pay only for the individual's additional expenses that are incurred as a direct result of attending the OPTN meeting (e.g., an extra night's lodging and/or extra meals).

8.2 Airfare/Rail Reimbursement

- 8.2.1 Airfare/Rail Costs.** OPTN members and staff are to use *UNOS Conference Planning and Travel* and its online booking tool as travel arranger for OPTN related travel. The travel department will obtain a low cost coach fare that will accommodate the traveler's needs. If the person traveling chooses not to accept those flight arrangements, the OPTN will reimburse only up to the amount the OPTN would have paid.
- 8.2.2 Booking in Advance.** Travelers should book airline reservations at least one month in advance of travel.
- 8.2.3 Unused Ticket Credit.** If the traveler has an unused airline ticket, the travel arranger will attempt to use the ticket credit on a flight that meets the needs of the traveler.
- 8.2.4 Airline Ticket Changes.** Additional fees resulting from airline ticket changes will be paid if the changes are related to OPTN business. Travelers who request ticket changes for reasons unrelated to OPTN business will be responsible for all fees that are incurred. Changes in airline ticketing due to emergencies will be handled on a case by case basis.
- 8.2.5 Booking Earlier Flights.** If a traveler requests to leave an OPTN event early, they are asked to go "standby" if it is available. If the traveler chooses to book a confirmed seat on an earlier return flight, the traveler will be responsible for all fees incurred. Leaving early due to emergencies will be handled on a case by case basis.
- 8.2.6 International Air Travel.** Reimbursement for all international travel expenses will be handled on a case by case basis.
- 8.2.7 Miscellaneous Ticketing.** Per airline policy, UNOS Conference Planning and Travel will not book back-to-back tickets and/or round-trip airfares for a one-way trip.
- 8.2.8 First Class Air Travel.** The OPTN will not reimburse first class airfare unless it is the same price as the low cost coach fare. If the traveler chooses to fly first class, the traveler would pay the entire cost of the first class ticket and the OPTN would only reimburse the amount of the low cost coach fare.

- 8.3 Hotel Reimbursement.** The OPTN will be reimburse the traveler overnight accommodations for the number of nights necessary to conduct OPTN business. When making this decision, OPTN staff will take into account the distance between the departing and destination cities, time zones crossed, and the flights available to and from those cities.
- 8.4 Other Transportation**
- 8.4.1 Mileage.** Mileage will be reimbursed at the applicable IRS rate based on date travelled.
- 8.4.2 Transportation To/From Airport.** The OPTN will reimburse transportation to/from the traveler's home and home airport and to/from the airport to the meeting location. Travelers are encouraged to use the least expensive option that is convenient. The OPTN does not reimburse costs of limousines unless shared AND the total cost to OPTN is no more expensive than cab fare.
- 8.4.3 Rental Cars.** The OPTN will not reimburse for rental cars if less expensive modes of travel are available. The traveler must elect rental car insurance coverage and should minimize additional rental car fees. If the traveler elects to rent a car when less expensive modes of travel are available, OPTN would reimburse up to the amount of the estimated cab fare needed for the duration of the stay.
- 8.4.4 OPTN Provided Ground Transportation.** If ground transportation is provided between an airport and a meeting site and the person traveling could reasonably take advantage of this transportation, the OPTN will not reimburse the cost of any other ground transportation.
- 8.5 Meals**
- 8.5.1 Meal Cost.** The OPTN will reimburse individual meal costs during travel except when the traveler is present at the meeting location and a group breakfast, luncheon, or dinner is being provided at the same time as the individual meal. Individual breakfast and lunch costs must be reasonable.
- 8.5.2 Evening Meal Limitations.** The OPTN will reimburse evening meal costs up to the OPTN evening meal limit (currently \$45). The evening meal limit includes the cost of the meal, alcoholic beverages consumed with the meal, and tips/gratuities. The traveler will not be reimbursed costs exceeding the limit unless approved by the OPTN Assistant Executive Director level or above.
- 8.6 Miscellaneous Expenses**
- 8.6.1 Parking Fees/Mileage.** The OPTN will reimburse parking fees at the airport from which the traveler departs and mileage driven between the airport and the traveler's home or office.
- 8.6.2 Internet / Phone Charges.** The OPTN will reimburse for OPTN business and personal phone calls of a reasonable length. The OPTN will reimburse Internet connection charges if the traveler is conducting OPTN business.
- 8.6.3 Other Reasonable Expenses.** The OPTN will be reimbursed for reasonable, out-of-pocket expenses incurred as a direct result of traveling for OPTN business.

8.7 Non-Reimbursable Expenses. The OPTN will not reimburse costs for in-room movies, valet parking, fitness center, dry cleaning/laundrying or any other personal charges. The OPTN will not reimburse charges incurred for personal travel days.

8.8 Filing Expense Reports

8.8.1 Expense Reimbursement Form. To request reimbursement from the OPTN, the traveler must complete and submit an expense reimbursement form with original receipts. The person requesting reimbursement must sign the expense reimbursement form and must include the following information: dates of travel, reason for travel (including meeting location and name of event), to whom the reimbursement check shall be made payable, the address to which the reimbursement should be sent, and a contact phone number.

8.8.2 Receipts. The expense report must have original receipts for expenses attached. If one traveler has a meal receipt which includes other OPTN travelers, the receipt must include the names of all travelers.