

Travel Policy for the EvansMDS Micro-Sabbatical Initiative

The following conditions apply to participants in the EvansMDS Micro-Sabbatical Initiative who wish to have travel expenses reimbursed by the Foundation. The participant will be reimbursed for travel expenses that conform to this policy after travel is completed and an acceptable travel report has been submitted. Participants should not embark on travel or incur expenses until they have received notification that their application for participation in the EvansMDS Micro-Sabbatical Initiative has been approved. Efforts should be made to book travel sufficiently far in advance to obtain the lowest fares and rates.

Air Travel – Coach class round-trip tickets for travel to and from the Micro-Sabbatical host site will be reimbursed. If a more expensive class of service is used than is covered by this policy, the traveler will be liable for the incremental difference in costs.

Train Travel – Train travel is permitted in Business Class on all trains. If an individual travels in a higher level of service, the traveler will be liable for the incremental difference in costs.

Taxis, Ride Shares, and Buses – These services are permitted when they are the most appropriate forms of travel. Taxis and ride shares are reimbursed at fare rate plus up to a 20% gratuity.

Rental Cars - Rental cars are permitted for travel when they are less expensive than other methods of transportation such as taxis or ride shares, or when these services are not generally reliable or available. The Foundation will reimburse individuals for the business use portion of rental cars. Mid-size cars or smaller are appropriate for individual travel. Any driving or parking infractions or fines incurred while driving a rental car are the responsibility of the individual.

Personal Cars - The use of personal vehicles for micro-sabbatical travel will be reimbursed at the IRS standard mileage rate at the time of travel. The Foundation will not reimburse individuals for any driving or parking infractions or fines incurred in a personal vehicle. An individual must not use a personal vehicle for Foundation business if it violates any law, rule, or regulation or any restriction on his or her license. The IRS standard mileage rate is designated to take into account all costs associated with owning and operating a vehicle including such items as insurance, gasoline, oil, maintenance and depreciation. Except as covered in the IRS allowable amount for business travel, all costs associated with owning and maintaining a personal vehicle are the individual's responsibility. Tolls will be reimbursed without receipts. Parking fees will be reimbursed; any expense greater than \$25.00 must be accompanied by a receipt. The Foundation assumes no liability for any loss or damage to a personal vehicle. The traveler must have personal auto liability and physical damage insurance to use a personal vehicle for Foundation business and must report such use to his/her insurance if required for business use coverage under the policy. If an accident occurs while the traveler is using a personal vehicle for Foundation business, the traveler's personal auto liability and physical damage insurance will be primary. The Foundation will not reimburse for accidents.

Meals – The Foundation will pay the cost of three reasonably priced meals a day for the traveling individual in connection with a micro-sabbatical that includes overnight travel. Meals are not allowable during the regular business day or on a one-day trip unless they occur during the micro-sabbatical.

When an individual is traveling out of his/her home town, meal expenses (breakfast, lunch, and dinner) are allowable provided that they are incurred on the day of the micro-sabbatical (or, if it was necessary to travel on the day before and/or after the day of the micro-sabbatical, then on those days as well). Reimbursement for allowable meals is subject to the following limits: Reasonable amounts for breakfast, up to \$45 per person for lunch, and up to \$120 per person for dinner. These amounts include food, beverage, and gratuities. Meals will be reimbursed only for the micro-sabbatical participant.

Hotels – For overnight travel on a micro-sabbatical, the Foundation will reimburse hotel charges for accommodations for a single room in a moderately priced business class hotel or motel (such as Ramada, Holiday Inn, Sheraton, or Marriott). Daily standard rate for a single room should not exceed \$400/night (and preferably below \$300) not including taxes or other additional fees. In Boston, New York, Washington DC, Chicago, Los Angeles and San Francisco the daily standard rate for a single room should not exceed \$500/night (preferably below \$400) not including taxes or additional fees. If an individual chooses a hotel of a higher standard than business class, the traveler will be liable for the incremental difference in costs.

During specific time periods (such as seasonal holidays) or accompanying specific events (such as meetings, conventions, etc.), hotel room rates might exceed the limits set out in this Policy. In those cases, travelers should seek pre-approval of lodging costs with the Foundation President.

Incidental Expenses – Reasonable incidental expenses, including telephone, internet, and laundry charges, will be reimbursed on a case-by-case basis, generally with pre-approval. Room service snacks, movies, in-room refrigerator charges, etc., are considered personal costs and will not be reimbursed.

Family Members - If travel for the micro-sabbatical is combined with vacation time, or if family members accompany an individual on travel for business purposes, reimbursement will be limited to the costs for the micro-sabbatical traveler only. Any costs for accompanying family members, including trip cancellation, will be the responsibility of the micro-sabbatical traveler.

Reimbursement - All requests for reimbursement should be submitted within 30 days of when the expenses were incurred using the form provided to the micro-sabbatical traveler. The report must be accompanied by original or scanned receipts substantiating all expenses over \$25.00.