



MTN Travel and Reimbursement Guidelines & Procedures

Reimbursements will only be made for business travel and necessary expenses provided that the expenses are documented clearly through proper receipts. **All receipts should be submitted within 60 days of travel completion in order to be reimbursed.**

When submitting travelers expenses to the MTN, the traveler must include a Travel Reimbursement Memo (using company letterhead) detailing the travelers miscellaneous expenses. Securely tape all available and necessary receipts to a piece of paper and clip them to their signed Reimbursement Memo (**please do not use staples**). Submit materials to:

Microbicide Trials Network
204 Craft Avenue, Room A-310
Pittsburgh, PA 15213

Meeting Approval

- For MTN sponsored meetings the traveler will be notified of their required attendance at the meeting.
- For non-MTN sponsored meetings, the traveler must receive prior approval from their supervisor or MTN Leadership and have them forward that approval to the MTN Fiscal Team.

Meals

Travelers will be reimbursed after travel on a pre-determined government per diem basis or a receipt basis for meals that were not provided to them, as well as for incidental expenses. These amounts are based on calculations by The U.S. General Services Administration for the city or cities of travel for MTN related business.

- Travelers should make sure to have enough money with them while traveling in order to cover their expenses, such as meals that are not provided to them, taxis, phone/internet usage, lodging, etc.
- International travel can be reimbursed on a per diem or receipt basis. Please notate which you choose on the reimbursement memo, and be sure to include all detailed meal receipts should receipt reimbursement be chosen.
- Domestic travel will be reimbursed **only** on a receipt basis. Please be sure to include all meal receipts for domestic travel.
- Per diem amounts cannot be issued to travelers until AFTER their trip has been completed and they have submitted a signed MTN Reimbursement Memo, along with all necessary receipts and travel documentation.
- Travelers should list on their Reimbursement Memo what (if any) meals were provided by the conference/event they attended, including breakfasts provided by the hotel. You will NOT receive reimbursement for these meals. If you choose to purchase a meal when a meal is already provided, it will be at your own expense.
- When a meal is not provided by the meeting, it is expected that the traveler chooses a convenient location to eat. The cost of taxis to and from distant restaurants will not be reimbursed when convenient locations are available.

- Meal reimbursement via per diem or receipt will be based on the departure and arrival times as listed on the airfare itinerary. If a traveler purchases his/her own flight, a copy of the itinerary must be submitted to calculate the per diem reimbursement.
- For international travel that includes a flight that covers two travel days, the first travel day in your departure city will not be covered. The traveler will receive a per diem at 75% of the full day per diem in his/her destination city. Also on return with a two day flight, he/she will receive 75% of the full day per diem from his/her departure city, and no per diem on the second day of flight to the destination city.

The domestic, foreign lodging and meal allowance schedules can be found by following the below links. Travelers should check these to determine the per diem amount they will receive in each city they are traveling to on MTN related business. The MTN will determine the reimbursement rate based on these schedules.

Domestic Per Diem Schedule:

<http://www.gsa.gov/portal/category/21287>

Contains 48 contiguous States and District of Columbia. Click on the state that you will be traveling to, and then look for the city (or county if the city is not listed) to find the maximum incidental and expenses rate listed in the fourth column. To calculate how much the per diem and incidentals rate breaks down to for breakfast, lunch, and dinner, visit

<http://www.gsa.gov/portal/content/101518>.

International Travel:

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Contains foreign locations and non-foreign overseas areas including Alaska, Hawaii, Puerto Rico, and U.S. possessions. Click on the drop-down menu and find the country to which you will be traveling in, and then look for the city you will be visiting.

Lodging Reimbursement

Unless told otherwise, the traveler will be responsible for paying for their own hotel room and then requesting reimbursement for the hotel cost plus tax per night. The hotel must be within the per diem set by the U.S. General Services Administration unless pre-approved by MTN. Exceptions are made under special circumstances (e.g., it's a conference hotel, for safety reasons or because the overall cost would be lower due to transportation needs from the hotel to site/meeting). All exceptions must be pre-approved by the MTN in advance of the travel. The MTN does not reimburse for room service, movies or mini bar charges.

- Travelers must submit their hotel bill with their other receipts and signed Reimbursement Memo in order to be reimbursed for their hotel room.
- If the traveler's hotel room plus tax is being pre-paid by the MTN, the traveler will be notified ahead of time.
- Please remember travelers will be responsible for any incidental charges they incur upon checkout. Travelers should have a credit card or other means of payment to cover any additional charges.
- Travelers should contact the MTN with any questions regarding lodging.

Airfare

Unless told otherwise, the traveler is responsible for paying for his/her own flight and is required to submit for reimbursement. MTN will notify the traveler if they are pre-paying for the travel.

- First-class and business-class seats **cannot** be purchased.
- All flights must be on a US Carrier or Code Share Carrier. There are exceptions per the "Fly America Act" which can be found at http://www.fic.nih.gov/funding/grants_info/travel.htm; however, they must be pre-approved by the MTN.

- When a traveler is purchasing their own airfare, the cost must be within reason. If the cost is extraordinary it must be discussed with the MTN and approved before booking.
- After travel, the traveler must submit a copy of the travel itinerary along with receipt of purchase and boarding passes in order to be reimbursed for these expenses. This is only required for those travelers who choose to pay for their own flight and wish to seek reimbursement.
- MTN will not arrange for a traveler to take a personal side trip in association with MTN business related travel.

Travel Approval and Pre-Approval Process

For items within these travel guidelines that require approval or pre-approval, such as when a hotel cost exceeds the government per diem, or a requesting a flight that is not a US Code Share Carrier, the procedure is as follows.

- Traveler must contact the Travel Coordinator at the contact included in these guidelines to inquire about approval.
- The Travel Coordinator will gather the details of the request from the traveler and coordinate movement through the approval process.
- It will be determine if the approval can be given based on the guidelines or allowable exceptions to the guidelines.
- The Travel Coordinator will be in touch with you with regard to the decision. If the request is declined, the coordinator will guide you to other options.

Ground Transportation

- Car rental costs including fuel, tolls and parking will be reimbursed based on actual costs supported by original receipts.
- Car rental insurance costs are not reimbursable.

Organized Business Meetings while in Travel Status

- Expenses for the individual host and the guest meals will be reimbursed at face value of the original receipt
- Name and affiliation of the guests, business purpose of the meeting, and the original receipt must be included with the reimbursement request
- NOTE: The meal cost, including tips, may not exceed \$60 per person
- If a business meal incurred while traveling is reimbursed, a reasonable reduction in the traveler's per diem must be made for that day.

Reimbursable Expenses

Original receipts required for all expenses regardless of cost.

Reimbursable expenses include but are not limited to the following:

- Transportation to and from MTN related functions including taxis, shuttles, or buses to and from the airport, to and from the hotel, and to and from a meeting/conference and/or site
- Parking
- Bridge and ferry tolls
- Sky caps, porters, or cart rentals if you have equipment or extra luggage specifically related to the purpose of the trip
- Reasonable, brief phone calls to family to notify them of arrival and departure, or to check in at important times. For international travel a maximum of \$100 for personal calls will be reimbursed.
- Business-related calls

- Internet use for business purposes including connection fees for laptops
- Personal care attendant fees and travel expenses for disability accommodations
- The cost of the first checked bag will be reimbursed by MTN. Any additional bags will be reimbursed on a pre-approved basis depending on travel circumstances.
- Reimbursement for Laundry - Laundry and/or dry cleaning expenses are authorized for travelers in continuous travel status for five or more days in the continental USA. An allowance is already included in the meals and incidental rates for travel outside the continental USA and therefore may not be claimed as a separate travel expense.

Completely Non-Reimbursable Expenses

The MTN will not reimburse for the following:

- Personal entertainment
- Transportation to and from personal events
- Rental car for guest travelers
- Event tickets
- Meals included in a conference fee, meals provided by a site or event/conference
- Food in excess of the daily meal allowance
- Alcohol
- Video, VCR, TV or radio rentals
- Insurance, medical, or hospital services
- Commuting expenses between home and official work station
- Additional transportation, hotel or other expenses for personal travel
- Foreign currency exchange fees (included in per diem)
- ATM or credit card fees (included in per diem)
- Theft, loss or damage of personal property

Receipts

Travelers must submit original receipts for miscellaneous expenses. The receipts should be taped to a sheet of paper and paper clipped to the signed Reimbursement Memo. Travelers are responsible for keeping track of their expenses in order to include them on their Reimbursement Memo.

Mileage

Travelers are eligible to be reimbursed for mileage, traditionally for their travel from home to airport and airport to home. To be reimbursed for their mileage, travelers should list the number of miles driven one way in association with each day the travel occurred along with an explanation of the mileage, on their Reimbursement Memo. MTN will reimburse for mileage for business travel on the following schedule: Currently \$0.55 per mile.

Combining Personal Travel with Business Travel

- Costs associated with an extended personal stay whether prior to or after the travelers required business travel days will NOT be reimbursed. All costs will be at travelers own expense.
- Traveler will be notified of their required business travel days for MTN-sponsored meetings.
- For non-MTN sponsored meetings, travel days must be approved in advance with traveler's supervisor or MTN Leadership after providing meeting details and agenda.
- If a traveler's room is upgraded to a double occupancy, due to an additional person staying with you for personal travel, you are responsible for the difference of the single rate room and double rate room.

Helpful Travel Links

- CDC Traveler's Health - <http://www.cdc.gov/travel/>
This site includes health information on specific destinations, information on disease outbreaks that can affect travelers, CDC travel vaccination recommendations, travelers with special needs, and many other travel-related links.
- Foreign Embassies of Washington DC - <http://www.embassy.org/embassies/>
- Country-Specific Travel Information - http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html
- Time Zone Converter - <http://www.timezoneconverter.com/cgi-bin/tzc.tzc>
Conversion tool to calculate time zones worldwide.
- Travel News and Updates - <http://www.cnn.com/TRAVEL/>
This site lists the latest updates, advisories and information in the travel business and industry, as well as features on travel-related topics.
- Travel Warnings and Consular Information - <http://travel.state.gov/> This site provides travel warnings listed alphabetically by country. The warnings include perceived threats to Americans. Information regarding location of the U.S. Embassy or Consulate and other important information is included on consular information sheets for countries across the globe.
- Visa Services http://travel.state.gov/visa/visa_1750.html Lists information for international travelers coming to the U.S. temporarily or permanently, and provides Visa application forms.

Further Information

After the MTN has received all necessary reimbursement information from the traveler, (signed reimbursement memo, receipts, passport information if necessary, etc.) the MTN Fiscal Operations will process the travel reimbursement and send the traveler a check. Reimbursements can take 2-3 weeks. The MTN will process all reimbursements as quickly as possible.

Further Questions

For additional information and/or questions, contact the MTN Meeting and Travel Coordinating Center at 412-641-8933 or rullcm@mwri.magee.edu