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|  <p>Policies and Procedures</p> | <p><b>Policy</b></p> | <p>Document #: ADM.1.1.004<br/> Revision: 3<br/> Approval Date:<br/> 17/September/2024<br/> Page 1 of 7<br/> Effective Date:<br/> 17/September/2024</p> |
| <p><b>Travel Guidelines and Expense Reimbursement Policy</b></p>   |                      |   |

## 1.0 Purpose

This policy defines travel guidelines and reimbursement of costs incurred during travel on behalf of the Foundation for the Accreditation of Cellular Therapy (FACT).

## 2.0 Scope

This policy applies to FACT employees, board members, committee members, inspectors, inspector trainees, auditors, consultants, or others traveling on behalf of FACT.

## 3.0 Responsibility

3.1 It is the responsibility of FACT to ensure that:

3.1.1 FACT employees, board members, committee members, inspectors, inspector trainees, auditors, consultants, or others traveling on behalf of FACT have access and adhere to this policy.

3.1.2 The guidelines described herein are followed.

## 4.0 References

4.1 [FACT Travel Expense Reimbursement Form](#), ADM.FRM.1.001

4.2 FACT Affidavit, ADM.FRM.1.002

## 5.0 Definitions and Abbreviations

5.1 Travel Provider: FACT's preferred travel provider is Corporate Travel Management (CTM), 1-844-378-2955 or 1-978-326-3343 and email [Na.travelrequest@travelctm.com](mailto:Na.travelrequest@travelctm.com).

5.2 Traveler: FACT employees, board members, committee members, inspectors, inspector trainees, auditors, consultants, or others traveling on behalf of FACT.

## 6.0 Policy

6.1 A critical balance between FACT's need for cost effectiveness and the traveler's needs must be sought when traveling on behalf of FACT. Travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodations should be used.

6.2 Travel and the expenses associated with it, will be authorized only in circumstances which are clearly consistent with the mission of FACT

- 6.3 To maintain control over expenditure, any expense submitted which does not comply with the guidelines of this policy will not be reimbursed.
- 6.4 Most expenses incurred will be paid for by the traveler, except airfare, and be reimbursed after the trip per the policy.
- 6.5 To control the cost of meeting expenses, FACT identifies volunteers who will be attending the main scientific meetings to assist with FACT events. Volunteers are asked to submit expenses that are not covered by other funding sources.
- 6.6 Air Travel
  - 6.6.1 It is recommended that flight reservations be made through the travel provider, if possible.
    - 6.6.1.1 FACT staff must use the preferred travel provider.
    - 6.6.1.2 If FACT has agreed to pay for a volunteer's flight, reservations must be made through the travel provider.
  - 6.6.2 The travel provider will direct bill FACT for the cost of airfare.
  - 6.6.3 The travel provider provides air travel management reports and contacts FACT when ticket prices are over the set amount for approval prior to booking.
  - 6.6.4 Deviations from the lowest fare or airfare over \$700 USD requires pre-approval prior to booking.
    - 6.6.4.1 Exorbitant airfares may result in inspectors being removed from the team to contain spiraling travel expenses.
  - 6.6.5 The travel provider will advise of the lowest fare and routing, determined by examination of all carriers possible of the requested departure and arrival times.
  - 6.6.6 The lowest fare is selected whenever possible. The travel provider is required to contact FACT and obtain approval on all air travel that is booked with less than seven days advance notice.
  - 6.6.7 If the travel provider is not used, travelers must submit an itinerary to FACT.
  - 6.6.8 Air travel will be via the most direct and economical means, accommodating the comfort, needs, and preferences of the traveler when possible. All efforts should be made to obtain the lowest fare available.
  - 6.6.9 Non-refundable airfares are recommended as they are usually less expensive than refundable un-restricted fares.
  - 6.6.10 Travel arrangements should be made as soon as the traveler is notified of placement on an inspection team or are requested to travel on behalf of FACT. If the traveler notifies the travel provider of travel plans thirty (30) days or more in advance, the airfare will, in most cases cost considerably less.

- 6.6.10.1 If travel plans change, the credit can be used towards future travel on FACT's behalf.
- 6.6.10.2 When a trip is cancelled after the ticket has been purchased and a travel credit is issued, the traveler should inquire with the travel provider if the credit can be used for future FACT travel.
- 6.6.10.3 Traveler should note expiration date and carrier of cancelled ticket.
- 6.6.10.4 Traveler should make every effort to use the travel credit for FACT business before expiration.
- 6.6.11 Travelers may retain all benefits from frequent flyer memberships, but it should not be the basis for switching airlines unless such choice is reasonable equal in cost to the lowest acceptable alternative.
  - 6.6.11.1 Dues for such memberships must be paid by traveler.
- 6.6.12 Travelers may elect to upgrade domestic flights at any time, but upgrades must be purchased with personal funds. This includes comfort seating and seat selection that is not complimentary.
- 6.6.13 Travelers may book premium economy seating for international flights longer than 8 continuous hours in duration. This includes seating with additional leg room, comfort plus, and economy plus.
- 6.6.14 Travelers should be attentive in booking fares that meet these guidelines and are expected to use non-direct flights when the savings are substantial.

## 6.7 Ground Transportation

- 6.7.1 Upon arrival at the destination the use of airport shuttles, taxis, and ride sharing services are the preferred modes of transportation.
- 6.7.2 The use of bus or rail is acceptable and reimbursable.
- 6.7.3 Personal vehicle
  - 6.7.3.1 Mileage and use of a personal vehicle is reimbursed at the IRS current standard mileage rate.
  - 6.7.3.2 Use of a personal vehicle must be equal to or less than the equivalent round-trip airfare.
- 6.7.4 Car Rental
  - 6.7.4.1 Car rental must be pre-approved by FACT.
  - 6.7.4.2 The cost of rental cars is allowed only if the nature of the trip or the locations to be visited are such that use of local transportation is not practical or would be more expensive.

## 6.8 Meals

- 6.8.1 Travelers will only be reimbursed for their own meals.
- 6.8.2 When two or more travelers are dining together it is preferred to have separate checks and keep expenses on an individual basis.
  - 6.8.2.1 When dining in a group and one check is issued, all participants should be listed both on the receipt and the expenses form of the traveler claiming the expense.
  - 6.8.2.2 Only expenses related to FACT employees, board members, committee members, inspectors, inspector trainees, auditors, and consultants will be reimbursed.
- 6.8.3 FACT's policy is to reimburse for reasonable meal costs rather than to provide a per diem meal allowance.
  - 6.8.3.1 The U.S. General Services Administration can be used as a guide for reasonable meal costs: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For international travel refer to [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).
  - 6.8.3.2 Breakfast will be reimbursed if the departure time is at or before 6:30 am. Dinner will be reimbursed if the return time is at or after 7:00 pm.
  - 6.8.3.3 It is anticipated that dinner costs may include the price of one alcoholic beverage.

## 6.9 Hotel Accommodations

- 6.9.1 The travel provider can assist with hotel accommodations but requires a personal credit card to hold a reservation.
  - 6.9.1.1 FACT will obtain and provide information on a recommended hotel for inspectors, inspector trainees, auditors, and consultants.
- 6.9.2 FACT inspections:
  - 6.9.2.1 Up to two nights hotel expenses can be reimbursed for a one-day inspection in North America.
  - 6.9.2.2 Up to three nights hotel expenses can be reimbursed for a two-day inspection in North America.
  - 6.9.2.3 Up to four nights hotel expenses can be reimbursed for a two-day international inspection.
- 6.9.3 FACT Presenters
  - 6.9.3.1 Up to two nights hotel expenses may be reimbursed for presenting at a one-day workshop, training course, and/or quality boot camp.

- 6.9.4 Additional night's hotel expenses are reimbursable in situations where travel is delayed or canceled due to unforeseen circumstances.
- 6.9.5 FACT will reimburse the additional cost of hotel and meals if savings of \$200 or more are realized on airfare by including an additional night's stay.
  - 6.9.5.1 FACT will never require a traveler to stay an additional night solely for the purposed of getting a reduced airfare.
- 6.9.6 The minimum corporate rates for single rooms should be requested at all hotels and motels.
- 6.10 Parking and Tolls
  - 6.10.1 Airport parking is reimbursable.
    - 6.10.1.1 Long term parking is recommended for travel lasting more than two days.
    - 6.10.1.2 Acceptable parking charges include fees charged at hotels and airport parking lots.
  - 6.10.2 Toll charges are reimbursable when a rental or private car is used for ground transportation.
- 6.11 Telephone expenses
  - 6.11.1 Charges necessary for conducting business are reimbursable.
- 6.12 Tips and gratuities
  - 6.12.1 Tips and gratuities should be appropriate and reasonable for the service rendered.
  - 6.12.2 Tips and gratuities should not exceed 20%.
- 6.13 Passport and Visas
  - 6.13.1 Expenses related to obtaining a passport are not reimbursable.
  - 6.13.2 Expenses related to obtaining a visa in conjunction with FACT travel are reimbursable.
    - 6.13.2.1 It is up to each traveler to determine visa requirements (which may differ with citizenship).
- 6.14 Non-reimbursable expenses include, but are not limited to:
  - 6.14.1 Personal entertainment
  - 6.14.2 Magazines
  - 6.14.3 Sundries
  - 6.14.4 Mini Bar charges

- 6.14.5 Laundry or dry cleaning
- 6.14.6 Baby-sitting or childcare
- 6.14.7 Pet boarding
- 6.14.8 Airline upgrades
- 6.14.9 Grooming
- 6.14.10 Luggage purchases
- 6.14.11 Family/partner accompanying traveler
- 6.14.12 Use of frequent flyer award tickets for travel
- 6.14.13 Hotel upgrades
- 6.14.14 Tickets for traffic violations
- 6.14.15 Expenses related to personal days
- 6.14.16 Excess baggage charges due to an extended trip
- 6.14.17 Lost or stolen property
- 6.14.18 “No-show” charges unless circumstances were beyond the traveler’s control.

#### 6.15 General Reimbursement Guidelines

- 6.15.1 It is the responsibility of each traveler that reimbursements are requested for actual, reasonable travel expenses.
- 6.15.2 All reimbursements should be sent to the FACT office in care of the Business Manager’s attention within 120 days.
- 6.15.3 All travel reimbursements must be requested using the [FACT Travel Expense Reimbursement Form](#).
- 6.15.4 A receipt for each expense claimed on the [FACT Travel Expense Reimbursement Form](#) is required.
  - 6.15.4.1 For lost receipts or where no receipt is available, such as public transportation or gratuities, the traveler should request an affidavit from the Business Manager.
  - 6.15.4.2 Photocopies of receipts are acceptable.
  - 6.15.4.3 Receipts must include the name of the vendor, location, date, dollar amount, and an itemization of the purchase.
    - Credit card receipts that are not itemized are not reimbursable.

- 6.15.4.4 Receipts for expenses in non-US funds.
  - Expenses submitted in foreign funds will be converted to USD using a currency converter for the day the expense occurred.
  - Expenses submitted in foreign funds with an accompanying credit card statement will be paid according to the converted amount shown on the credit card statement.
- 6.15.5 Inspector reimbursement will be disbursed after receipt of the completed inspection report.
- 6.15.6 The completed [FACT Travel Expense Reimbursement Form](#) and corresponding receipts may be scanned and emailed.
- 6.15.7 [FACT Travel Expense Reimbursement Forms](#) that are incorrect, incomplete, or include unidentifiable or unassociated receipts:
  - 6.15.7.1 Will be returned to the traveler for completion or clarification.
  - 6.15.7.2 May result in a delay or non-reimbursement of specific items.
  - 6.15.7.3 Requests for an exception must be made in writing that includes an explanation and are subject to review.
- 6.15.8 Reimbursements will be processed within fourteen days of receipt.
  - 6.15.8.1 Reimbursements will be issued by Automated Clearing House (ACH) in USD funds.
  - 6.15.8.2 Travelers will be required to provide bank information.
  - 6.15.8.3 Travelers should notify the Business Manager if banking account information changes.
  - 6.15.8.4 Travelers will be notified when expenses are received. Reimbursements can be issued via wire transfer in specific funds.
  - 6.15.8.5 Travelers will be required to provide complete wire transfer information.
  - 6.15.8.6 Travelers should notify the Business Manager if wire transfer information changes.

**Approved by (date):**

Heather Conway (Quality Manager) (17/September/2024), Linda Miller (Chief Operating Officer) (16/September/2024)