<table>
<thead>
<tr>
<th>Travel Guide</th>
<th>Policy</th>
<th>Procedure</th>
<th>Note</th>
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<tbody>
<tr>
<td><strong>Initiate Travel</strong></td>
<td>• Supervisor receives pre-approval for travel by VPIT</td>
<td>• Apply for Travel Card</td>
<td>• Download Concur Travel app</td>
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<tr>
<td>Request</td>
<td>• Direct Supervisor informs traveler of trip approval</td>
<td>• Create Concur Profile (first time users)</td>
<td>• Plan ahead and consider all necessary expenses</td>
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<td></td>
<td>• Apply for Travel Card (takes up to 30 business days for approval)</td>
<td>• Download Concur Travel app for ease of uploading travel receipts</td>
<td>• 20% Tip for restaurants and Uber/Taxi ARE considered expenses</td>
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<tr>
<td></td>
<td>• Create a travel budget before initiating travel</td>
<td>• Create a Travel Budget</td>
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<tr>
<td></td>
<td>• Submit anticipated travel budget to direct supervisor</td>
<td>• Get approval from direct supervisor and IASC</td>
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<td></td>
<td>• Book with Travel Card</td>
<td>• Direct informs of approval</td>
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<td></td>
<td></td>
<td>Complete &amp; submit Tax Waiver Exemption Certificate to lodging establishment.</td>
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<tr>
<td><strong>Pre-Travel</strong></td>
<td>• Traveler is responsible for booking lodging ASAP.</td>
<td>• Traveler books lodging.</td>
<td>• If lodging exceeds the $275 maximum, prior approval is needed for VPIT</td>
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<tr>
<td>Lodging</td>
<td>• Lodging room rate must not exceed $275 prior to tax without approval.</td>
<td>• Lodging &amp; parking estimates should be included with Request for Approval of Travel.</td>
<td>• If the most affordable rate cannot be used by traveler due to special needs, prior approval from VPIT is required.</td>
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<td></td>
<td>• Complete Tax Waiver Exemption Certificate to present to lodging establishment.</td>
<td>• Complete &amp; submit Tax Waiver Exemption Certificate to lodging establishment.</td>
<td>• If the traveler chooses to use their own vehicle, the shortest route will be reimbursed.</td>
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<td>• Covered parking needs prior approval.</td>
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<td>• Valet Parking only when no other option available. Tips to Valet are considered part of the cost of Parking.</td>
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<td></td>
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<td>• Tips to Taxi drivers are part of the cost of Taxi.</td>
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<td>*No more than a 20% Tip is accepted</td>
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<td>Transportation</td>
<td>• Traveler is responsible for informing IASC about their transportation needs.</td>
<td>• IASC can assist traveler with transportation arrangements when booked through Concur provided the traveler has informed IASC of their detailed transportation needs.</td>
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<td></td>
<td>• Airfare and Enterprise should be booked through Concur at best possible rate.</td>
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<td>• Parking – Traveler is responsible for choosing the most reasonable option.</td>
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<td>Registration</td>
<td>• Traveler is responsible for registering for the event ASAP.</td>
<td>• Traveler registers for event and provides an invoice to IASC with confirmation registration.</td>
<td>• If traveler has special needs, request for approval with justification for VPIT is required.</td>
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<td>• An invoice for proof of registration is required.</td>
<td>• Include details about the event, such as the agenda, FAQ, etc. REQUIRED</td>
<td>• If the traveler forgoes meals provided during the event due to dietary restrictions, justification &amp; approval of the replacement meal purchase is required.</td>
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<td>• Details and agenda regarding the event are required.</td>
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<td>• Pre conference events require separate approval.</td>
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<td>Travel Expense Claim</td>
<td>• Traveler must upload all itemized receipts to Concur App.</td>
<td>• Traveler must upload all itemized receipts to Concur App in order to be reimbursed.</td>
<td>• Only actuals expenses are reimbursed, including up to a maximum $7 per day incidentals</td>
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<td></td>
<td>• A max of $55.00 per day will be reimbursed for meals for overnight travel.</td>
<td>• if the tip is over 20%, the reimbursement will only be for 20% regardless of any additional monies spent.</td>
<td>• Incidentals as defined by Appendix C are only tips to: Bell hops, Baggage Carriers, Porters, Hotel Housekeepers, Stewards, Stewardess, Ship Personnel and Hotel Servants in foreign countries.</td>
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<td>• If the full length of a trip is less than 24 hours, meals and incidentals expenses will not be reimbursed unless the travel includes an overnight stay.</td>
<td>• Claims are to be submitted within 30 days of travel.</td>
<td>• There is no per diem.</td>
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<td>• Tip reimbursement cannot exceed 20%.</td>
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<td>• Anything non-business related or unreasonable should be paid on a separate credit card or tab. Keep business and non-business related expenses separate.</td>
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<td></td>
<td>• Only reasonable business related expenses will be reimbursed.</td>
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<td>• No alcoholic beverages will be reimbursed.</td>
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<td>• Claims are to be submitted within 30 days of travel.</td>
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