

	LEVEL 1 INSTITUTE POLICY: PMI Board authors, approves and monitors	No.:
		Date Approved: June 2000
		Rev No.: 3
POLICY TITLE:	PMI Board Travel Policy	Rev Date: January 2005
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RESPONSIBILITY OF:	Director, Brand Management	
PREPARED BY: Jacqueline Lawrence, Manager, Events Department		APPROVED BY: PMI Board of Directors

I. POLICY STATEMENT: See PURPOSE below.

II. POLICY STATEMENT/ PURPOSE:

The purpose of this policy is to establish and communicate standards for controlling and reporting travel, entertainment and other costs in a fair and equitable manner. PMI (Project Management Institute), recognize that travel can force compromises of personal time. PMI is committed to fairly reimbursing those who travel on PMI business for all reasonable expenditures associated with carrying out PMI's business. At the same time, travelers must recognize their fiduciary responsibility towards PMI. All travelers must share in the common goal of minimizing expenses.

The guidelines listed below are designed to cover all predictable business travel, entertainment and other expenses; however, it is impossible to anticipate every scenario that may occur while traveling on business. Again, it is expected that each traveler will exercise good business judgment with the primary goal to always seek the lowest cost alternative while keeping with normal safety considerations.

III. THIS POLICY IS DESIGNED TO:

1. Provide procedures for documenting and reporting travel and entertainment expenses.
2. Assist those who incur expenses.
3. Assist managers and officers responsible for expenses.

IV. DEFINITIONS: N/A

V. PERSONS AFFECTED: PMI Board of Directors

VI. DISSEMINATION:

Internal: N/A

External: Members of the PMI Board of Directors

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VII. RESPONSIBILITIES: PMI Board Members who incur travel expenses are responsible for complying with this policy. All individuals submitting expenses not in compliance with this policy risk delay in payment and/or partial or forfeited reimbursement.

VIII. PROCEDURES:

PMI's policy is to utilize World Travel, Inc. for all air, rail, hotel, and car rental reservations. This provides PMI with complete records of business travel.

A. Air Travel

- 1. All reservations must be made through World Travel, Inc.** PMI will begin tracking our usage on major airlines with plans to establish possible preferred carrier status on frequently utilized carriers.

All travel inquiries should be directed to PMI's In-house Travel Consultant:

Tina Colaiezzi
 Phone: +610-355-1687
 Fax: +610-356-4647
 E-mail: travel@pmi.org
 Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m. (US Eastern Time)

Board members living outside the continental United States, Canada or Mexico may be required to book travel with a local source to adhere to government regulations and/or to secure lower fares, but are required to advise PMI's In-house Travel Consultant of flight itinerary to secure hotel room reservations and/or ground transportation when applicable.

- 2. Regional air travel** will be in coach class. PMI will absorb the difference between the lowest applicable fare and the next fare needed to upgrade to a higher class of service up to the amount of \$150.00 for regional travel. If your request for an upgrade is above the stated amount, then any additional fees are the responsibility of the individual and must be paid to PMI at the time of confirmation.
International air travel that is greater than 8 hours to your destination (not calculating layovers into this number, but point to point travel), will be in business class.

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For international travel under 8 hours, PMI will absorb the difference between the lowest applicable fare and the next fare needed to upgrade to a higher class of service up to the amount of \$250.00 for travel **less than 8 hours**. Should a traveler desire first class, any additional expenses from this type of request will be paid by the traveler and must be paid to PMI at the time of confirmation.

3. Travel plans should be made as far in advance as possible to permit optimum advantage of airline fare discounts.
4. Fares:
 - a. Advance Purchase Fares – To take advantage of discounted rates, travel plans should be made at least **twenty-one (21) days** in advance when possible or immediately upon receiving the “official meeting announcement”. (Note: An exception to this procedure may be granted if the PMI meeting attendee is able to obtain a lower fare from another source. If this is the case, the PMI meeting attendee must document the date, flight numbers, cost of lower fare and source to PMI’s In-house Travel Consultant and copy PMI’s Events Department Manager. If PMI’s In-house Travel Consultant is not able to match the fare, the PMI meeting attendee may book elsewhere.)

Those individuals choosing to combine PMI business travel with personal vacation/business travel must also utilize PMI’s In-house Travel Consultant. In this instance, PMI’s In-house Travel Consultant will request the individual’s personal credit card number. PMI’s In-house Travel Consultant will provide the individual with the PMI-related charges to be submitted to PMI for reimbursement.

Exceptions to the 21-day advance procedure will be made if one of the following applies:

- A meeting is scheduled less than 21 days in advance or a traveler’s involvement is requested less than 21 days in advance.
- PMI will reimburse the traveler for a Saturday night “stay over” at a meeting location, if the discounted air fare plus the

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costs of another night's stay, meals and other related expenses is less than the costs of arriving or departing at the normal scheduled meeting date. Prior approval from the meeting host must be given to the Events Manager in advance.

- b. Penalty Fares – Those travelers whose plans are not subject to change are encouraged to use penalty or nonrefundable fares. Reservations must be made as far in advance as possible with World Travel, Inc. to ensure the lowest possible fare.
 - c. **Travelers are required to consider all alternatives as presented by World Travel, Inc.** These include different carriers, airports, and connecting flights within a one-hour window that result in a savings of at least \$200.00 per round trip.
5. Open-ended return flights are **not applicable**, as they are generally more costly. A return flight should be booked initially and, if necessary, changed as soon as the actual return date and time are known.
 6. Electronic tickets should be utilized whenever possible.
 7. All unused airline tickets must be accounted for and returned to PMI's In-house Travel Consultant for refund or re-ticketing. The window for returning unused tickets is 5 working days, after which time the costs of the unused ticket will be invoiced to you, assuming other use.

Travel Agency Ticketing Process – When contacting PMI's in-house Travel Consultant, please identify yourself as a PMI authorized traveler conducting PMI-related business. Travel arrangements will not be made through PMI's In-house Travel Consultant agency prior to issuance and receipt of the official meeting announcement. The official meeting announcement contains the PMI meeting code number that is required by PMI Board Members in order to request travel information. You should receive an electronic response from PMI's In-house Travel Consultant within two working days.

A list of attendees authorized to travel on PMI-related business must be given to PMI's In-house Travel Consultant in advance by the meeting host. If for some reason your name does

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not appear on the list, the travel consultant will take your reservation but will not process it until the PMI meeting host has given authorization.

Any individual traveling on PMI-related business that is not associated with a group meeting must receive approval from the inviting PMI host prior to the ticketing. The PMI host is responsible for notifying PMI's In-house Travel Consultant in advance to provide authorization and approval.

Due to imposed paper ticket fees, PMI's In-house Travel Consultant has been instructed to issue electronic tickets only. Individuals may request the use of paper tickets only if traveling internationally or when the purchasing of tickets would require the use of multiple airline carriers.

All unused airline tickets must be accounted for and returned to PMI's In-house Travel Consultant for refund or re-ticketing. The window for returning unused tickets is 5 working days, after which time the costs of the unused ticket will be invoiced to you, assuming other use.

Bus and Train – PMI's In-house Travel Consultant is mandated to offer the lowest fare available when bus and train travel are required.

Car Rentals – Cars must be rented through PMI's In-house Travel Consultant, but only when other means of transportation are unavailable, more costly or impractical. In this instance, the individual's personal credit card is required. If considered a reimbursable expense, the individual must submit a PMI Expense Report with complete documentation.

All rentals should be for mid-size or smaller, unless four or more people are traveling together to the same destination and a larger rental provides value.

Personal Cars – Personal cars may be used for PMI-related business travel when other transportation is unavailable or not economical. The use of personal cars for business will be reimbursed at the standard rate prescribed by PMI. (Refer to PMI Expense Report).

Expense Reporting of Reimbursable and Non-Reimbursable Expenses – Please refer to PMI Expense Report and PMI Expense Report Guidelines. Please note that expense documentation explaining the distribution of expenses is required.

Spouse/Guest Travel – Travel expenses for a spouse/guest are not reimbursable as a business expense. If a Board Member is being accompanied by a spouse/guest and PMI is

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providing travel arrangements, the individual must provide a personal credit card to be charged for the travel arrangements made on behalf of the spouse/guest. PMI will assume responsibility for the Board Member's housing costs only and will not exceed charges incurred above and beyond the single person room rate.

Travel Incentive Programs – All points accrued by a frequent flyer or other incentive point affinity cards by a Board Member traveling on PMI-related business are theirs to keep. However, PMI travelers may not make travel arrangements to maximize their points when it costs more money, add non-productive time or link additional destinations to the trip. PMI will not pay any fees to support any affinity incentive program. Guest or spouse travel booked on a personal card will accrue to that individual and not to PMI.

Billing – All travel transactions provided by PMI's In-house Travel Consultant for air, bus and train are billed directly to PMI (except where noted) and allocated to the appropriate program's budget.

- **Exception to Travel Policy** – Exceptions to this travel policy may apply as a result of a PMI traveler's existing medical condition, such as back injuries or medical emergencies. All requests must be submitted to and approved in writing by the PMI Board Chair or Chair's designee.

VIII. RELATED POLICIES, SUPPORTING DOCUMENTATION AND/OR APPENDICES:

PMI Expense Report Guidelines.