

# PMI Volunteer Travel & Expense Policy

Policy Level: 3

Effective Date: June 2000

Revision Date: January 2020

Accountable:

President and CEO

Responsible:

Vice President, Finance & Procurement

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## **1. Purpose**

Provide clear guidelines for PMI-related business travel and expenses to ensure only ordinary, necessary, and reasonable travel and expenses are covered or reimbursed by PMI.

## **2. Travel & Expense Policy**

It is the policy of PMI to support the safety and preparedness of individuals incurring PMI related business travel and expenses, and to ensure that such travel and expenses are consistent with the mission, vision and values of the organization. PMI will cover the cost of reasonable business travel and expenses, provided that such expenses are properly supported, submitted, approved on a timely basis, and adhere to PMI policy and federal laws and regulations. This policy has been developed to provide individuals conducting PMI business with a reasonable level of service and comfort at the lowest possible cost, clarify individual responsibilities for adherence to established guidelines, and maximize PMI's ability to negotiate discounted rates with preferred suppliers and reduce overall expenses.

All PMI-related events or meetings that require the rental of a venue and the use of services such as audio/visual rental, catering and group transportation fall outside of the scope of this policy and must be coordinated by the Events Department in conjunction with the Procurement Department. These departments will work to secure reasonable accommodations and appropriate preferred vendors to provide necessary technology, audio/visual, catering, and group transportation services as well as any other necessary items/services. All meeting related expenses should be billed directly to PMI.

Purchases in the normal course of business, including but not limited to furniture & fixtures, hardware, software, and office supplies, fall outside the scope of this policy. These purchases should be made within the procurement workflow, following the Requisition, PO, and Invoice Policy.

### **2.1 Travel Profile**

Each traveler is responsible for creating and managing a travel profile in Concur. There should only be one travel profile per person. It is the responsibility of the traveler to keep their profile up to date, including their current passport and visa information. The travel profile may also include information on dietary restrictions, if applicable. If a traveler has an existing travel profile, they may update or change their profile through Concur.

For assistance managing travel profiles, please contact Concur at [ConcurHelpDesk@pmi.org](mailto:ConcurHelpDesk@pmi.org).

### **2.2 Making Travel Arrangements**

All PMI-related travel arrangements including air, train and rental car must be made through PMI's contracted travel agency ("CTA") and charged to PMI's corporate credit card unless otherwise stated. Travel should be secured through CTA via Concur, when access allows. Otherwise, it should be secured through PMI's CTA.

Travelers 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. If this is the case, the traveler is required to document the date, flight numbers, cost of lower fare and source to either PMI's CTA or their group travel department. If CTA is not able to match the fare, the traveler may book independently and seek reimbursement through PMI's expense report process. Travelers must advise CTA and the appropriate PMI representative of the booked travel itinerary to document arrival and departure, secure hotel room reservations, and/or ground transportation when applicable. Support from CTA indicating maximum reimbursement allowable must be attached to the expense report.

Travelers choosing to combine PMI business travel with personal vacation/business must book their travel using the CTA. Travelers wishing to make travel arrangements through CTA for a family member, partner or other accompanying person are individually responsible for any additional travel costs. PMI will not reimburse for any expense incurred for or by the accompanying person.

The CTA will first utilize any PMI award points available to book travel whenever possible. Any charges not covered by awards will be charged to the individual's personal credit card number. The individual will need to submit PMI-related charges, with receipts, to PMI for reimbursement.

PMI's CTA is available during normal business hours of Monday through Friday, 8:00 am to 4:30 pm Eastern Time and may be reached by telephone at +1-610-355-1687, or e-mail at [travel@pmi.org](mailto:travel@pmi.org). Any arrangements that need to be made after business hours may be made with CTA's After Hours department, which can be reached by telephone at either +1-610-296-9300 or +1-800-874-6700.

The [Concur travel portal](#) is available 24 hours a day, 7 days per week. Concur Online Travel Support through CTA is available via e-mail at [onlinehelp@worldtravelinc.com](mailto:onlinehelp@worldtravelinc.com) or via telephone from 8:00 am-8:00 pm Eastern Time at +1-800-221-4730.

### **2.3 Travel Arrangement Guidelines**

PMI requires that all travel plans be made at least **twenty-one (21) days** in advance via Concur in order to take advantage of airline fare discounts and hotel early booking rates. Exceptions to the 21-day advance request will be made if a meeting is scheduled less than 21 days in advance of a traveler's involvement. If the traveler is able to obtain a lower fare from another source, the traveler must document the date, flight and/or train numbers, cost of lower fare and source to PMI's CTA. If the lower fare cannot be matched, the traveler may book elsewhere.

Travelers must identify themselves as a PMI traveler and indicate the nature of the relationship to PMI when contacting CTA.

All travel arrangements must be made with a return date in mind; no open-ended return flight tickets will be permitted. If the return date is not confirmed, flights should be booked initially with an approximate return date, and if necessary, changed as soon as the actual return date and time are known.

Air travel will be booked in the lowest applicable coach class. Travelers are required to consider all alternatives as presented by CTA. These include different carriers, airports, and connecting flights within a three-hour window that result in a savings of at least \$150 United States Dollar (USD) per round trip for domestic travel and within five-hour window that result in a savings of at least \$400USD for international travel. Personal miles or coupons can be used to upgrade to business/first class, or traveler may opt to pay personally for the price difference between coach and business/first class. CTA will request a personal credit card from the traveler at the time of booking to charge the difference in fare.

Train travel is booked at the lowest fare available, unless there is a manager approved bona fide business need. For clarification, Acela is considered business class for rail.

Rental cars should only be used in conjunction with overnight travel when use of a rental vehicle is the most cost effective option as compared to taxi, rideshare (ie. Uber, Lyft), shuttle, or other forms of transportation. Rental cars are limited to classes up to mid-sized (economy/compact preferred) unless four or more people are traveling together to the same destination and a larger rental provides a greater value. Exceptions to this policy for medical reasons should be approved by PMI HR representative and communicated to CTA. To request a medical exception, travelers should provide a physician's letter stating the required need. PMI representatives should not request medical or diagnosis information from the traveler.

### **2.4 Itinerary Confirmation, Changes, Cancelations, and Unused Tickets**

Travelers are required to confirm the accuracy of their CTA itinerary within **twenty-four (24) hours** of receipt to ensure that all flights, trains, lodging arrangements, and possible car rentals are correct. If a discrepancy is found, the traveler must contact PMI's CTA directly within the stated 24 hours to void any tickets and reservations without a penalty fee.

Any changes to an itinerary due to a traveler's desire to return earlier than ticketed will be the responsibility of the traveler. PMI will not be responsible for change fees exceeding \$50, except in cases of manager-approved bona fide business need.

If a traveler needs to cancel a trip, he/she must contact CTA immediately. It is the responsibility of the traveler to make certain that all airline, train, hotel, car rental or services are canceled.

All unused airline and train tickets must be accounted for and returned to PMI's CTA for refund or re-ticketing. The window for returning used tickets is five (5) business days, after which time the costs of the unused ticket will be invoiced to the traveler, assuming other use.

### **2.5 Visas, Passports, and Vaccinations**

Visas, passports, and vaccinations required in connection with PMI travel will be reimbursed by PMI. Preferred vendor VisaHQ or similarly cost effective selection should be used for visas. Normal passport charges and/or renewals will not be

reimbursed by PMI. In the event that a visa or passport application needs to be expedited for purpose of PMI travel and/or at PMI's request, PMI will reimburse the cost to expedite the application.

## **2.6 Travel Insurance**

PMI provides travel insurance for all staff, volunteers, and board directors traveling on PMI-related business. When travel arrangements are booked through CTA and charged to the corporate credit card the traveler is covered by PMI's travel insurance plan with American Express. PMI provides travel accident coverage through PMI's insurance provider to those traveling on PMI-related business, regardless of how the travel was booked. PMI provides automobile insurance coverage for travelers renting a car for PMI-related business. In cases where personal travel is combined with business travel, coverage only applies to days related to PMI business travel.

## **2.7 Incentive Programs**

All points earned under frequent traveler programs, other incentive plans, or affinity cards while traveling on PMI-related business are retained by the individual traveling on PMI business. Travelers may not make travel arrangement to maximize their points if additional costs are incurred, or non-productive time or additional destinations are added. PMI will not reimburse for any fees associated with an affinity incentive program.

## **3. Additional Volunteer Travel Policies**

The following additional travel policies apply to PMI volunteers. These guidelines are in addition to the general travel policy, and prevail over the general travel policy in the event of conflicting guidelines.

The PMI representative to notify of travel plans is the VEL for volunteers.

Volunteers may book their travel only after an official meeting announcement (OMA) has been approved by PMI's CEO and shared with them. Volunteers must provide the meeting code number contained in the OMA. CTA will confirm the volunteer is on the authorized attendee list for the meeting code prior to making any travel arrangements. If a Volunteer name does not appear on the list, CTA will take the Volunteer's reservation but will not process it until the PMI meeting host has given authorization.

Volunteer travel for PMI-related business not associated with a group meeting will not have an OMA and must receive approval from the inviting PMI host prior to contacting CTA. The PMI host is responsible for notifying CTA in advance to authorize the travel and provide the appropriate account codes.

Exceptions to Travel Arrangement Guidelines not already addressed in this policy may be granted by the CEO on a case by case basis.

Mileage reimbursement will be provided at the current IRS mileage rate for miles in service to charitable organizations.

Any questions on travel policies or reimbursements of expenses arising during the course of business which are not answered by this policy should be directed to the volunteer's VEL.

## **4. Expense Reimbursement Policy**

PMI requires that all expense reports be completed and submitted to PMI within four weeks of an activity for reimbursement. Expense reports submitted three months or later than the date incurred will not be reimbursed.

Expense reimbursements will be submitted via the Concur Travel and Expense online portal. Receipts must be electronically attached to all expenses. Exceptions may be made for amounts under \$25 for which a receipt could not be obtained (such as cash tips). Expense reports will not be paid without proper approvals. It is the responsibility of the approver to ensure that valid supporting documentation is included and the request for reimbursement complies with all aspects of this policy. Expense reports are paid weekly on Wednesdays (for ACH, International ACH, and checks) or Thursdays (International Wires) for all expense reports with *full* approval(s) by COB the previous Tuesday.

### **4.1 Direct Deposit and Wire Transfers**

#### **4.1.1 ACH/International ACH Funds Transfer Form**

PMI will pay all U.S. domestic expense report reimbursements via ACH in USD. For certain international currencies (contact Accounts Payable for details included currencies), PMI will pay expense report reimbursements via international ACH. If ACH is not an option, PMI will issue a check in USD. If international ACH is not an option, PMI will issue a wire. Individuals must complete and submit an ACH Funds Transfer form or an International ACH Funds Transfer form (refer to section 6, Related Documents).

Upon completion, the form should be submitted directly to [accounts.payable@pmi.org](mailto:accounts.payable@pmi.org) for further processing.

#### **4.1.2. International Wire Transfer Form**

Reimbursements outside the U.S. will be made via international ACH or wire transfer in the individual's local currency unless not supported by Wells Fargo, PMI's banking institution, in which case funds will be wired in USD. For such reimbursements, an International Wire Transfer form must be completed (refer to section 6, Related Documents). The wire transfer will credit the reimbursement funds directly to the individual's international bank account.

Upon completion, the form should be submitted directly to [accounts.payable@pmi.org](mailto:accounts.payable@pmi.org) for further processing.

### **4.2 Expense Reimbursements**

PMI will reimburse travelers for business related expenses supported by appropriate documentation/support as noted in section 4.

#### **4.2.1 Reimbursable Expenses**

Reimbursable expenses include:

##### Transportation Expenses:

- Air and rail travel as outlined in section 2.2 and 2.3
- Car rental fees as outlined in section 2.2 and 2.3
- Traveler's first baggage fee
- Second baggage fee or excess weight fee, only in cases of bona fide business need. Comment indicating business need is required in expense report.
- Mileage costs when using a personal vehicle on PMI travel. Mileage is reimbursed at a prescribed rate identified by the United States Internal Revenue Service (IRS). See section 3 for more details on type of IRS rate applicable.
- Gas/Fuel costs for refueling of a rental car (should be done at a gas station other than the rental agency itself to reduce cost). Gas costs will not be reimbursed when using a personal vehicle as this cost is covered by the mileage allowance that should be requested instead.
- Taxis, rideshare services such as Uber or Lyft, airport/hotel shuttles, tolls and parking costs.
- Airport/train station parking
- Tips/gratuities will be reimbursed for reasonable and customary gratuities for taxi, rideshare services, shuttle drivers and valet services. Receipts should be provided when available.

##### Communications Expenses:

- In-flight Wi-Fi access (when available) as well as Wi-Fi/wired internet access in hotel room
- In-room telephone usage (reasonable business related calls whether local or long distance) as well as reasonable charges for travelers to keep in touch with their families/partners and conduct urgent personal business.
- Telephone calls made on personal cell phones or from the traveler's home telephone for PMI business will be reimbursed when supported with appropriate documentation of length of call, charge for call and business purpose of call.

##### Lodging Expenses:

- Standard accommodations, room cost should not exceed \$250 per night.
- Tips/gratuities will be reimbursed for reasonable and customary gratuities for hotel bellman/porter and hotel housekeeping. Receipts should be provided when available.

##### Meal Expenses:

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- Business meal costs. Itemized receipts must be provided for reimbursement and include a listing of attendees, their companies, and the purpose of meal.
- Personal meal costs (excluding events where PMI is providing meals). Meals should not total more than \$100 per day. Itemized receipts must be provided for reimbursement and business meal reimbursement requests will require a listing of attendees, their organizations, and the purpose of meal.
- Alcohol costs will be reimbursed for reasonable purchases, a maximum of two (2) alcoholic drinks per person, made accompanying a meal while on PMI business.
- Groceries purchased in lieu of meals due to dietary or religious restrictions
- Tips/gratuities will be reimbursed for reasonable and customary gratuities for meals. Receipts should be provided when available.

### Other Expenses:

- Laundry/dry cleaning/suit pressing (incurred during travel for trips 5 days or longer)
- Office services (i.e. faxes, copies, overnight delivery/postage) when not able to secure for free through hotel/meeting venue
- Currency conversion costs
- Additional items as required by individual contractual obligations, subject to approval by the individual's PMI representative (VEL for volunteers).

### **4.2.2. Non-reimbursable Expenses:**

Non-reimbursable expenses include, but are not limited to:

### Transportation Expenses:

- Upgrade/additional fare costs for purchase of preferred seats such as exit row, bulkhead or specific location seats
- Loss / theft of personal funds or property/lost baggage - Refer to Section 2.5 for details on Travel Insurance as it relates to lost/damaged luggage.
- Travel insurance provided by airlines/rail providers/car rental agencies. Refer to Section 2.5 for details on Travel Insurance.
- Car services (Ride share such as Uber, Lyft should be utilized. Other safe, economically appropriate options may also be considered.)
- Affinity/Rewards programs fees
- Affinity/Rewards program points/miles redeemed to book PMI business travel
- Lounge access fees
- Satellite radio or other unnecessary options when renting a vehicle
- Parking tickets, moving violations and any other traffic-related fines



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- Auto repairs for personal vehicles
- Cost differential on premium or luxury car rentals
- Avoidable “no-show” charges for airline/rail, hotel or car rentals

### Entertainment Expenses:

- Sightseeing, movies, theater events, and sporting events
- Gifts

### Lodging Expenses:

- Suites, penthouses, and other luxury accommodations
- Hotel gym or hotel spa access/usage fees
- Mini-bar charges

### Meal Expenses:

- Meals are not reimbursable at PMI events where meals are provided, except in cases to accommodate dietary restrictions or in cases where networking obligations prevent consumption of provided meals.

### Other Expenses:

- Toiletries and personal grooming items such as toothpaste, toothbrushes, mouth wash and other personal grooming items. This also includes barber, hair stylist, shoe shines, and other grooming costs.
- Neck pillows, blankets, and other travel comfort items
- Books, magazines, newspapers and any other personal reading materials
- Credit card penalties and interest charges
- Babysitting, child care, and pet boarding expenses
- Any expenses incurred by family members/partner accompanying traveler
- Expenses related to personal or vacation days while on PMI business trip
- Briefcase and/or luggage purchases (including laptop bags)
- Prescriptions, over-the-counter medications, or other medical expenses
- Personal clothing or clothing accessories
- Cell phone chargers, cases, batteries, headsets, and other phone accessories
- Charitable donations
- Adult entertainment in any form will not be reimbursed under any circumstances

## **5. Policy Distribution**

Internal for Action and Awareness:

## L3 PMI Volunteer Travel and Expense Policy

- President and CEO
- Chief Operating Officer
- Vice President, Finance & Procurement
- PMI's CTA
- All PMI Staff
- All PMI Volunteers

### 6. Related Documents

Related procedures, forms, and other support documents enforce, maintain, and verify policy compliance. These procedures and forms support this policy:

Document Name	Document Type <small>(Procedure, Form, User Guide, etc.)</small>
<a href="#">ACH Funds Transfer Form</a>	Form
International ACH Funds Transfer Form	Form
Chart of Accounts Policy	Policy
Concur Expense Quick Reference Guide	User Guide
Concur PMI Quick Start Guide	User Guide
<a href="#">Concur Travel and Expense</a>	Online Portal
Frontier MEDEX Identification Card	Insurance Guidelines
<a href="#">International Wire Transfer Form</a>	Form
Process to Request Professional Development Benefits	Process Document

### 7. Revision History

This policy is to be reviewed for updates on an annual basis. Changes to this policy are made as necessary under the direction of the preparers and approvers. The change log describes new topics and other changes.

Action <small>(Creation, Revision, Review)</small>	Effective Date	Changes/Approvals
Creation	June 2000	

Hardcopies of this document are considered uncontrolled. Please refer to PolicyHub for the latest version.

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Action (Creation, Revision, Review)	Effective Date	Changes/Approvals
Revision	April 2007	Ownership and title changes due to organization restructure
Revision	March 2010	Transferred ownership from Events to Finance and Administration, made minor edits to verbiage, and drafted in updated branded template
Revision	January 2015	Revised policy to be more comprehensive and include information on expense reimbursement; transferred to new policy template
Revision	October 2019	Policy updated to standardize general PMI travel policies. CTA hours and contact info updated. Section added for volunteer specific provisions. Edits made to move verbiage to appropriate section(s), to provide additional details, and to provide additional clarity.

### 8. Glossary

This policy uses the following specific terms, acronyms, and abbreviations:

Term	Definition
ACH	Automated Clearing House is an electronic network for financial transactions in the United States.
VEL	Volunteer Engagement Liaison
CTA	Refers to PMI's "contracted travel agency"