Travel Policy

Document Governance

Function Owner	Department	Content Review Cycle	Date Last Revised
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1. Policy Statement

The Travel Policy governs all business travel activities for employees and non-employees, including individual and group travel to attend CRDF Global events or for other purposes. All travel arrangements must be authorized in advance, follow travel and logistics procedures, and be made through the official Travel Management Company of CRDF Global. Details of this travel policy can be found in the Additional Content Section in this document.

For all Travel funded by the US Government, CRDF Global follows the Federal Travel Regulations "FTR" and complies with the Fly America Act by purchasing U.S.-flagged or -code shared flights whenever available. For non-US funded programs, all travel and logistics arrangements will comply with the funding government regulations.

Travelers shall conduct themselves with professionalism during travel, and comply with all applicable laws, regulations, and safety protocols, and with our Travel Risk Partner including ensuring that they have the correct visa for the purpose of their trip. T&L staff will provide the needed supporting letters for their visa application.

2. Purpose

The Travel and Logistics policy ensures compliance with the Federal Travel Regulations and consistent, high-quality T&L implementations and service delivery.

3. Definitions

Traveler	A member of CRDF Global staff, contractor, grantee, participant or CRDF Global hosted traveler, member of the Board of Directors and/or Advisory Board
Travel Management Company (TMC)	Travel Management Company - Official Travel Agency under contract with CRDF Global to provide airline, rail, accommodations, and other travel related services. CRDF Global TMC is ADTRAV.
Federal Travel Regulation (FTR)	The Federal Travel Regulation (FTR) summarizes the travel and relocation policy for all federal civilian employees and others authorized to travel at the government's expense. Federal employees and agencies may use the FTR as a reference to ensure official travel and relocation is conducted in a responsible and cost-effective manner
FLY AMERICA ACT	All air travel transportation services funded by the federal government are required to use a "U.S. flag" air carrier service.
Outbound Travel Leg	Begins at the origin and extends to either the destination or the connecting city including scheduled layovers
Rest Day	A rest period (not in excess of 24 hours) at either an intermediate point or a destination
Premium Class	A separated cabin offering a higher class of service than economy. Premium class is not a class offered on all airlines/ or routes.
Premium Seat	A preferred pre-paid seat within the economy class cabin

Travel Time	Travel time is flight time between the originating airport and the ultimate arrival airport including scheduled layovers. Travel time does not include time spent traveling to/from home base and airport or time spent at the originating or destination airport).

4. Scope

This Policy applies to all personnel, Grantees, Contractors, CRDF Global Hosted Travelers, Board and Advisory Council members.

5. Exclusions

None.

6. Additional Content

Airfare Booking:

All USG-funded airfare arrangements are subject to the Fly America Act, the applicability of which is established by the Funder's prime award agreement. All exceptions to the Fly America Act must be documented by the Traveler and approved by the T&L Director.

Travelers may use their airline miles to upgrade as long as the airfare has been purchased/approved by CRDF Global. Travelers purchasing a more expensive airfare to obtain the upgrade must pay the difference between the fare purchased/approved by CRDF Global and the fare obtained for the upgrade.

In recognition of the fact that most CRDF Global travel is international and occurs outside of regular business hours, the fare is inclusive of the following traveler preferences for travel time exceeding eight (8) hours.

- Travelers may purchase a seat within the economy cabin. These paid seats are commonly referred to as "Economy Plus," "Coach Elite," "Coach Plus," "Preferred Coach," etc., or extra leg room, aisle, emergency exit, bulkhead and are not considered a premium class accommodation provided the seating is within the economy class cabin.
    - Due to varying costs for seat upgrades within economy class, travelers should exercise the same care a prudent person would exercise if traveling on personal travel when selecting an economy class seat.
    - The paid seat can be purchased on flight (s) accumulating more than 8 hours trip. However, if the seating is in a designated separate cabin, it is no longer considered economy class and is not an allowable expense under CRDF Global policy.
- Travelers may request a 'rest day' if the trip duration is longer than 14 hours on the outbound travel leg at either the destination or the connecting city including scheduled layovers. If a rest day is taken, then arrangements need to be made to accommodate for the impact on the total fare and difference in lodging and M&IE costs between the two locations.
- CRDF Global prohibits forgoing a 'rest day' if the trip is more than 14 hours on the outbound travel leg of the trip in order to request seating in an upgraded cabin.
- Travelers should endeavor to make all reservations at least 14 days in advance in order to minimize travel costs.

Travel Approvals and reimbursements:

Staff Travelers

All CRDF Global business travel must receive pre-trip approval from the direct Supervisor and all non-CRDF Global travel extension for personnel must be approved in advance by the Supervisor to ensure it does not interfere with the primary objectives of the trip.

Grantees and Contractors

The designated Travel and Logistics representative will approve all travel for individual contractors and grantees. The assigned Travel and Logistics staff will handle all airline bookings through Concur and according to the airfare regulations and provisions.
If contractors or grantees book their own tickets, all travel must be approved by the responsible Travel and Logistics staff in advance to ensure compliance with relevant regulatory requirements and this policy. Any such travel expense incurred prior to receiving approval may not be reimbursed.

Reimbursement of those expenses is the responsibility of the traveler, who must maintain documentation enough to demonstrate cost allowability, allocability, and compliance with all relevant travel policies. All reimbursements will require approval by a Travel and Logistics Manager.

Non-CRDF Global Travel

Travel support is provided to authorized CRDF Global personnel only for their business travel. No travel support will be provided for family members or other non-approved travelers.

Tickets Bookings and Required Documentation

All air transportation must be arranged between 1) the traveler's point of origin and 2) the country where the engagement, workshop, or event is taking place. Any deviation from this requirement is at CRDF Global's discretion and must be approved prior to effect by a T&L Manager.

If the costs of the approved deviation exceed the original estimate, the traveler may be required to pay the difference by coordinating with either CRDF Global's TMC, which will charge their service charge and ticket change difference, or the airline direCRctly.

All airfare purchases must include a complete itinerary documenting class of cabin, a purchase receipt (if not included in the itinerary), and, when required by CRDF Global and/or the Funder's prime award agreement, a cancelled ticket or boarding pass.

Board & Advisory Council Members

All travel by Board or Advisory Council Members that occurs on behalf of CRDF Global must be authorized by the President & Chief Executive Officer or his/her designee.

Premium Economy, Business & First Class Airfare

Travelers who wish to purchase a premium class fare that is not an authorized exemption per the 'Authorized Economy Class Exemptions Airfare' section under this policy must do so using personal funds. Assigned T&L staff will book the original ticket, and the traveler will arrange to pay the difference and secure the ticket upgrade by coordinating with CRDF Global's TMC or with the airline directly.

To seek airfare reimbursement of a premium fare, the traveler must document the economy fare equivalent at the time of the booking. CRDF Global will reimburse for the economy fare equivalent only. In the event a traveler cannot provide adequate documentation of the economy class fare, CRDF Global reserves the right, in its sole discretion, to determine the amount of reimbursement to the traveler.

Authorized Economy Class Exemptions Airfare

Other than economy class is generally an unallowable expense. However, under certain circumstances documented below, the purchase of a non-economy fare may be an allowable expense. For the below three (3) circumstances, the traveler is required to complete the Economy Class Exemption Form.

1. The traveler requires premium seating to accommodate a medical disability or other special need. The traveler must submit a statement from an appropriate medical authority that substantiates this requirement and provides at a minimum:
    - Description of the special accommodation required by the traveler (must specifically state the suitable class of transportation) and
    - Duration for the special accommodation. Qualifying documentation must be certified annually, however, if the disability/special need is a lifelong condition, then a one-time certification statement is required.

2. The premium fare results in a lower-cost option than its equivalent economy class fare. Sufficient documentation must verify the:
    - Cost of the equivalent economy class flights and
    - Cost savings that result from the purchase of a premium fare.
3. The premium fare represents the last available flight that will allow the traveler to accomplish the objective of urgent travel that cannot be postponed. Sufficient documentation must verify the:
    - Unavailability of economy class flights;
    - Urgency of the requirement and its relation to the trip objective; and
    - Traveler's essential participation in the travel event and the inability to postpone the travel.

In some cases, a mixed class fare (i.e. premium economy and economy seating on same itinerary) results in a lower-cost option than its equivalent all-economy class fare. Sufficient documentation from the TMC travel agent must verify the:

1. Cost of the equivalent all-economy class flights and
2. Cost savings that result from the purchase of a mixed class fare.

If the mixed class fare exception applies, the assigned Travel & Logistics Division staff member will provide supporting documentation from the TMC. No additional forms are needed.

Authorized Exemptions:

A traveler requesting an authorized exemption must submit all supporting documentation to the assigned Travel & Logistics Division staff member who will in turn fill out the Economy Class Exemption Form and have it approved by the Travel and Logistics Director. Funder approval may also be required. Confirmation of the internal approval must be maintained as part of the airfare expense record and included in the expense report. Any economy-class exemption that is not properly certified may not be an allowable expense.

Board of Director Exemption

CRDF Global Board of Directors are permitted to utilize premium class airfare when on CRDF Global business. Premium class airfare is defined as one class of service above economy (i.e. First class service is allowable in the absence of Business class). In all such instances, the equivalent economy class fare must be documented for the purpose of differentiating the allowable from the unallowable fare.

Ground Transportation Booking:

Travelers shall use the most reasonable form of transportation for the purposes of the trip and use the same care in incurring expenses that a prudent person would exercise if traveling on personal travel. The cost of transportation must be reasonable and any exceptions to policy carefully documented.

Fly America Act

All USG-funded travel must comply with the Fly America Act (49 U.S.C. 40118), which requires all domestic and international travel to or from the US to be performed by or under a code-sharing agreement with an U.S.-flag air carrier as per the Fly America Act policy. If traveler does not comply with Fly America Act regulations, they will not be reimbursed for any airfare cost for which they improperly used foreign air carrier service.

The Fly America Act applies to any segment of a trip for which use of an U.S.-flag carrier is an available option. A U.S.-flag air carrier is considered available even if:

1. Comparable service can be provided at less cost by a foreign-flag carrier and/or
2. Foreign-flag carrier service is preferred by, or is more convenient for, CRDF Global and/or the traveler.

U.S.-flag carriers must be used from the point of departure to the destination or the farthest point where U.S. flag service is available.

Any use of a foreign-flag air carrier, on any segment of travel, must satisfy one of the below exemptions:

Travel To or From the U.S.

1. The airport abroad is the traveler's origin or destination airport, and use of U.S.-flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a foreign-flag air carrier; or

2. The airport abroad is an interchange point, and use of U.S.-flag air carrier service would:
    a. Increase the number of aircraft changes by two (2) or more; or
    b. Require a connecting time of four (4) hours or more at an international airport; or
    c. Extend the time in a travel by six (6) hours or more than travel by a foreign flag air carrier; or
    d. When travel by a foreign carrier is three (3) hours of less, and the use of the U.S. flag carrier doubles that travel time.

Travel Outside of the U.S.

1. There is no available U.S.-flag service or codeshare for the specific airfare segment. This is the most common exemption from the Fly America Act and does not require further documentation of airfare allowability.
2. Use of available U.S.-flag air carrier service would:
    a. Increase the number of aircraft changes by two or more, or
    b. Require a connecting time of four (4) hours or more at an international airport, or
    c. Extend the time in a travel by six (6) hours or more than travel by a foreign-flag air carrier.

Short-Distance Travel

For all short-distance travel, regardless of origin and destination, use of a foreign-flag air carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport is three hours or less and service by a U.S.-flag carrier would double the travel time.

Open-Skies Agreements

Exceptions to the Fly America Act may be available for nations that maintain “Open Skies Agreements” with the U.S. However, the existence of an Open Skies Agreement does not necessarily constitute an exception. For example, the U.S.

EU Open Skies Agreement constitutes a broad exception to the Fly America Act for flights within and outside of the U.S., whereas similar agreements with Australia, Japan & Switzerland provide exceptions only to flights originating from or destined to those nations.

Any Fly America Act exception that is not properly certified may not be an allowable expense. Travel & Logistics Division staff members who are unsure whether an airfare is Fly America Act compliant shall obtain approval from the Director, Travel & Logistics Division prior to airfare purchase.

Documenting Exceptions

The Fly America Exception Form must be used to document all exceptions to the Fly America Act. It is intended for use by CRDF Global travelers that require the use of a foreign-flag air carrier on any segment of travel where service by an U.S.-flag air carrier or codeshare equivalent is available. Travelers must document all exceptions, even where the use of a foreign-flag carrier is allowable as described above, except in the following cases:

1. Travel that occurs completely outside of the U.S. and where no U.S.-flag carrier service is available and
2. Travel following the U.S.-EU Open Skies Agreement. Exceptions based on these occurrences are to be self-certified by the traveler and/or TMC.

In every other scenario, CRDF Global travelers are required to document all exceptions before the ticket is purchased. Any Fly America Exception that is not properly certified may not be an allowable expense against a Federal Award.

General Transportation Provisions

1. Travel by Train: Travelers must use coach-class accommodations for all train travel. If a train only has two classes of accommodation available, i.e., first and business class, then business class is deemed to be classified as coach class, as it is the lowest class offered. Exceptions to train coach class

accommodation are the same as those for airfare and include medical necessity and urgent scheduling issues. Staff who wish to claim an exemption must have a completed Economy Class Exemption Form and submit it to the Director, Travel & Logistics Division. The assigned Travel & Logistics Division staff member must complete an Economy Class Exemption Form for grantees and contractors.

2. Travel by Personal Vehicle for CRDF Global Business Purposes:
    a. Mileage within the U.S. will be reimbursed to the traveler based on the IRS standard mileage rates and certification of the mileage traveled (usually submitted as internet-based map print-outs).
    b. Additional Reimbursable Expenses: In addition to the USG mileage allowance, travelers may be reimbursed for parking fees and tolls. All other expenses (such as fuel and insurance) are provided by the mileage allowance.
    c. Staff:
        - Staff must provide HR with a copy of their official state driving record.
        - Staff are not permitted to drive with grantees or consultants in the vehicle.
        - For U.S. based driving, regardless of if the staff member is from the Arlington or a field office:
            - CRDF Global maintains insurance when a staff member is driving their personal vehicle which is in excess over the liability insurance of that staff member's personal automobile insurance policy.
            - For driving in the US, regardless of if the staff member is a national of that country: There must be a local automobile insurance policy. CRDF Global's insurance only applies in excess of a local automobile insurance policy.

3. Travel by Rental Car for CRDF Global Business Purposes:
    a. Rental cars should be considered as a last resort and only where alternate ground transportation, such as trains or taxis, cannot be utilized effectively. The use of a rental car must be approved by the Director, Travel & Logistics Division.
    b. Travelers who utilize rental cars are required to refill the gas tank before returning the vehicle to the rental agency.
    c. Rental cars and their reasonable associated costs will be reimbursed to the Traveler.
    d. Staff:
        - Staff must utilize CRDF Global's corporate account with Enterprise/National Car Rental which can be booked using Concur or the National/Enterprise portal (link in Concur) and will be direct billed to CRDF Global.
        - Staff must provide HR with a copy of their official state driving record.
        - For rentals in the U.S, regardless of the employee's office affiliation:
        - CRDF Global agreement with Enterprise/National includes insurance in the rental rate.
        - Staff do not need to obtain any additional insurance from the car rental company.
        - For rentals OUTSIDE the US, regardless of the employee's office affiliation, the employee must purchase all rental car insurance policies through the rental car company.
    e. External Participants:
        - If approved external participants are required to have a valid driver's license and to obtain auto insurance via the car rental company, which will be reimbursed.

PER DIEM (LODGING AND MEALS & INCIDENTAL EXPENSES)

Per Diem is an allowable travel cost under awards. Per Diem consists of a lodging allowance and a fixed amount for Meals & Incidental Expenses (M&IE) and is based on the destination and number of days/nights spent on travel. Travelers may be provided with Per Diem for the duration of award-related travel. CRDF Global follows the FTR for USG funders to determine the amount of Per Diem payments, a traveler's eligibility and allowability of costs based on the below table:

Trip		Your allowance is

More than 12 but less than 24 hours		75 percent of the applicable M&IE rate for each calendar day you are in a travel status.
24 hours or more, on	The day of departure	75 percent of the applicable M&IE rate
	Full days of travel	100 percent of the applicable M&IE rate.
	The last day of travel	75 percent of the applicable M&IE rate.

The M&IE allowance may be reduced when meals and other travel expenses are provided directly by CRDF Global or a third party. The FTR maintains reduction amounts for M&IE.

M&IE may be advanced prior to a trip or reimbursed post trip. Receipts are not required to claim M&IE; however, the Traveler must provide documentation confirming the duration of stay in each location. Acceptable documentation includes transportation and lodging receipts.

For non-USG awards, the funder may approve alternate M&IE or lodging rates. CRDF Global policy will take precedence in the absence of a clear funder policy or mandate.

Arlington based Staff Travel Advance Requests

Travel advances will only be permissible with prior approval from the Director, Travel & Logistics or Senior VP, Operations Support in special circumstances. Travel advance requests must be submitted and approved with enough time to allow for any travel advance disbursement given the finance department's payment schedule.

- Staff MUST have settled their prior trip finances to receive a new advance.
- Staff who have corporate credit cards MUST be current with credit card payments in order to be eligible for an advance.
- Staff requesting an advance must have a signed Employee Financial Agreement on file with Talent Management.
- Advances will be based on the estimated Lodging and Meals and Incidental Expenses (M&IE), plus other identifiable business expenses such as local transportation, visa fees, event costs, etc.

At the end of each month, all advances will be reviewed by Finance personnel. If travel, or other reason for an advance, has been completed 30 or more days prior to the review, the recipient of the advance will be contacted. Unless an advance reconciliation is in process, advances that are outstanding for more than 120 days after completion of travel will be reported to the IRS as earned income and reported to Senior Management.

Lodging

Travelers must obtain the most reasonable lodging available but are permitted to choose lodging facilities that are usual and customary for USG employees, contractors and consultants. The lodging allowance is based on the destination and number of nights spent on travel. Travelers are reimbursed for lodging expenses up to the maximum amount allowable per the FTR. All requests for lodging reimbursement must include the lodging receipt or other similar official documentation itemizing the nightly/weekly rate and taxes, dates of stay, currency and amount paid. A credit card statement alone is not acceptable except to establish a rate of currency exchange.

All individual hotel reservations should be booked in Concur. The corporate credit card will be used to guarantee the reservation.

Payment must be made at the hotel and submitted via expense report, including the hotel itemized folio.

If prepayment of lodging is required, arrangements must be coordinated with the Travel & Logistics Division.

The Traveler is responsible for all lodging expenses other than room and tax.

Reservations must be canceled according to the hotel policy for each booking to avoid No-Show charges. Staff travelers are responsible for cancelations or changes in case of last minute changes in travel plans. Prepaid non refundable hotel rates are not allowed and already blocked in Concur.

Use of home share lodging for business purposes, i.e., commercial services such as Airbnb, is not allowed unless it is the last possible lodging option in the destination. Any home share use must be approved by the Director, Travel & Logistics Division.

Lodging Rates

CRDF Global follows the FTR to determine the lodging allowance available to Travelers and allows actual lodging expenses to exceed those allowances by 150% without prior approval (depending on the funding program). Lodging allowances change frequently and should be consulted prior to the incurrence of lodging costs.

International Per Diem Rates Note: International lodging rates are inclusive of tax.
Domestic/CONUS Per Diem Rates Note: Domestic lodging rates are exclusive of tax.

Lodging expenses that exceed the USG allowance by more than 150%, but less than 300%, must be approved in advance of the cost being incurred by the assigned Travel & Logistics Division staff member and Team Lead (for external participants) or by the Director, Travel & Logistics Division (for staff), and require an adequate justification for the coverage and a statement that lodging within 150% of per diem was not reasonably available.

Lodging expenses in excess of 300% will be disallowed except in extreme circumstances, which will require Director, Travel & Logistics Division approval.

Other Travel Related Expenses

Travelers will be reimbursed for other travel-related expenses to the extent that those costs are necessary for the travel purpose, reasonable and appropriately documented.

The assigned Travel & Logistics Division staff member may provide stipends for other expenses, such as ground transportation and in some cases when approved by the funder, data stipends to attend webinars. All such stipends must meet reasonability requirements as set forth in the FTR.

Telephone & Internet Usage

Travelers are encouraged to exercise prudence when making long distance calls and using internet services while traveling on business. Reasonable telephone, cellular phone, fax and internet usage expenses incurred by the Traveler may be reimbursed.

Internet usage, in general, should be limited in duration and for immediate business needs. Mobile data services (besides business email and voice) may only be used for essential business activities. Expenses related to internet access for personal use are the sole responsibility of the traveler.

Visa Expenses

Travelers may receive visa and passport support services.

1. Employees: Employees may initiate a visa request upon receiving pre-trip approval. No separate authorization is required. For requests exceeding the standard service, such as rush or emergency processing, staff must obtain approval from the Cost Center Director. Staff will be reimbursed for visa expenses.

2. For external participants: With prior approval from the Travel & Logistics Division representative, CRDF Global may arrange and pay directly for visa services. Passport services such as renewals, additional pages or replacements, are the financial responsibility of the external participant.

Foreign Currency Exchange

Exchange rates will be reimbursed at the actual rate used during the transaction. On the ER details, the daily rate is provided; however, it should be overridden to enter the actual rate of the transaction. There may also be an exchange fee, which is also reimbursable. The exchange fee is reported as other travel expenses.

Carrying Cash for Third-Party Disbursement

Staff members are prohibited from carrying cash to distribute to third parties such as grantees or contractors, unless authorized by the Director, Travel & Logistics Division and when such distribution is consistent with local laws. Please see the Payment Package SOP and Checklist for guidance on cash disbursements.

Miscellaneous Expenses

Miscellaneous expenses must be related to travel and to the accomplishment of the trip objectives. Miscellaneous include items such as:

- Passport or visa fees (Charges to expedite visa processing will require approval from the Cost Center Director).
- Passport photos.
- Vaccinations in accordance with CDC recommendations.
- Government required Covid-19 tests (pre, post and during trip)
- Costs to exchange currency to pay business expenses.
- Taxi fares, Uber, Lyft or other local transportation expenses required to conduct business (Car services for transportation to and from domestic airports are allowable to the extent that the cost is equal to or less than taxi fare).
- Reasonable laundry and dry-cleaning expenses for domestic trips if the traveler is away for four (4) or more consecutive days.
- Reasonable costs of airport parking, generally the most economical and safe long-term parking. (CRDF Global is not responsible for damage or theft of an automobile or its contents).
- Foreign currency transaction fees.
- ATM fees incurred in destination country.

Unallowable Expenses

While other travel expenses are numerous, there are several unallowable travel expenses that CRDF Global cannot reimburse to travelers. While not an exhaustive list of unallowable expenses, the following are common unallowable items:

- Airfare expenses that do not comply with the Fly America Act or its exemptions.
- Premium economy fares (or seat upgrades to a separate cabin from economy).
- Meals/Snacks, when receiving M&IE (except for approved business meals).
- Laundry (for OCONUS/international travel, laundry is calculated into the M&IE rate for the location)
- Alcoholic beverages.
- Gifts & Entertainment expenses.
- Passport application or renewal fees (allowable for staff only).
- Non-CRDF Global related travel expenses.
- Bank fees incurred in the home country.

Trip Reports

Trips reports are to be completed at the discretion of the traveler's supervisor. If applicable, brief narrative trip reports are due within 14 calendar days after completing each trip. Contents of trip reports are to be determined with the traveler's supervisor. The reports should contain enough details to describe the purpose of the trip and key results achieved and should be maintained according to the funder's reporting requirements.

The supervisor has discretion to withhold signing the ER until the traveler submits a trip report.

7. Related Documents

CRDF Global Policies, Processes, and Procedures

Related Policies	Related Processes	Related Procedures
T&L Credit Card Usage Policy	Travel Arrangement Process	Travel Arrangement Procedure
Travel Time & Compensatory Time	Event Arrangement Process	Event Arrangement Procedure
Travel Risk Management Policy	Travel and Event Activation Process	Travel & Event Activation Procedure
Program Management Policy	Travel and Event Closeout Process	Travel & Event Closeout Procedure
Prime Agreements Policy	Staff Travel Process	Staff Travel Procedure

External References

External Reference	Description
Federal Travel Regulations	The Federal Travel Regulation summarizes the travel and relocation policy for all federal civilian employees and others authorized to travel at the government's expense. Federal employees and agencies may use the FTR as a reference to ensure official travel and relocation is conducted in a responsible and cost-effective manner.
Fly America Act	