OSA POLICIES AND PROCEDURES

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<th>DISTRIBUTION: All Staff and Volunteers.</th>
<th>SUBJECT: Travel Reimbursement</th>
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<tr>
<td>EFFECTIVE DATE: 10/10/2006</td>
<td>ISSUING DEPARTMENT: Finance</td>
</tr>
<tr>
<td>REVISION DATE(s): 5/2010, 6/2013, 9/2017</td>
<td>APPROVED BY: EXECUTIVE COMMITTEE</td>
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</tbody>
</table>

1. **POLICY.** The Optical Society (OSA) appreciates the work that volunteers and staff perform while traveling on OSA business. In OSA’s role as a non-profit organization, the Society strives to be fiscally prudent. OSA’s policy is to reimburse volunteers and staff for reasonable expenses incurred while conducting business or performing services on behalf of the Society, as authorized by the Board of Directors and approved in advance of travel. OSA also reimburses consultant or vendor travel under this policy as required by contract.

Note that volunteer and staff expense reimbursement requests are public documents and available to the membership at large upon request.

This Policy sets forth the reimbursements that OSA is authorized to make and the procedures to follow for submitting expenses for reimbursement. Any material changes to this OSA travel reimbursement policy require approval by the Executive Committee of the OSA Board.

Volunteers with any questions should contact OSA’s Senior Director of Governance and Special Projects or their staff liaison prior to making travel arrangements. OSA staff should contact OSA’s Chief Operating Officer (COO) or other CEO designee with any questions or required approvals under this policy.

2. **GENERAL TRAVEL REIMBURSEMENT POLICIES.** Travelers are asked and encouraged to make reasonable, cost-effective choices when traveling on OSA business. In general, travelers should book their own travel according to this Policy and then seek reimbursement from OSA. The following provisions apply to all OSA travel. There are additional provisions that apply to specific OSA meetings (see section 3 below).

A. **Prior approval.**

i. **For Volunteers.** OSA reimburses volunteers for certain travel expenses as described in Section 3 below. For all other volunteer travel, please check with your employer to see if it is willing to cover your travel expenses. Otherwise, please obtain prior written approval (email is sufficient) from OSA to be reimbursed. Approval requests should include travel purpose/goals, travel dates, and budget/expense limitations.

ii. **For OSA Staff.** All travel that is not related to professional development must be approved in advance by your department chief (C-Level staff). Travel related to professional development requires that the “Travel and Training Approval Form” be completed and approved prior to paying registration fees or booking any travel arrangements. The approval form is attached to this policy and can also be found on the Intranet under the HR Tab.
B. **Transportation – Air & Rail.**

*In General.* Travelers are expected to obtain the lowest available nonrefundable, economy (coach) class fares that reasonably meet OSA’s business travel needs, taking into consideration length of travel and all standard fees. See the Special Circumstances section below for allowable exceptions. OSA will reimburse fees for advance non-premium economy seat selection (if applicable) and to check up to 2 bags. Absent prior approval, OSA will not reimburse costs incurred to upgrade from an economy seat for flights shorter than 10 hours or to check more than 2 bags. In special circumstances, OSA will cover costs for checked bags, boxes, booths etc. required for your trip.

In order to obtain the best possible fares and avoid unnecessary transaction fees, travelers are encouraged to finalize your dates of travel before booking travel arrangements. Where possible, plan ticketed travel to take advantage of the lowest available fares through convention rates and special promotional fares. Travelers should start pricing tickets eight weeks in advance of your travel dates and should purchase your tickets no later than 21- days prior to travel.

OSA’s travel policy has established a maximum airfare of $800.00 USD for domestic travel within the continental United States, most countries or small geographic regions (e.g. Western Europe). International travel has an established maximum of $2,300 USD for international travel (including travel from the continental United States to Alaska or Hawaii). If your airfare will exceed these guidelines, volunteers should contact OSA’s Sr. Director of Governance and staff should contact your department Chief (C-Level) or OSA’s COO to compare prices before finalizing your travel arrangements.

i. **Special Circumstances.** OSA recognizes that special circumstances may justify or require exceptions to the above general policy. Travelers requesting exceptions due to special circumstances should seek prior approval. Below are some of the more common special circumstances.

a. **Upgrades and Upgradeable Tickets.** OSA will reimburse the cost of an “upgradeable economy” ticket for individual flight segments of 10 hours or more. An “upgradeable economy” ticket is defined as a lowest cost coach ticket fare class that allows the traveler to purchase, use award miles or upgrade certificates to upgrade business or first class. If you purchase an upgradeable economy ticket, it is your responsibility to pay for the upgrade to business or first class using cash, award miles, upgrade certificates, or any other means. OSA will not reimburse for the cost of the upgrade or the value of award miles, etc. Only individual flight segments meeting the 10 hour minimum qualify. For example, on an itinerary that involves a flight from New York to Los Angeles (approximately 5.5 hours) and then a flight between Los Angeles and Sydney (approximately 15 hours), OSA will reimburse the cost of an upgradeable ticket on the Los Angeles-Sydney segment only.

b. **Premium Economy/Economy Plus Seating.** OSA will reimburse for the cost to upgrade to Premium Economy/Economy Plus seating for individual flights segments of 10 consecutive hours or more. For example, on an itinerary that involves a flight from New York to Los Angeles (approximately 5.5 hours) and then a flight between
Los Angeles and Sydney (approximately 15 hours), OSA will reimburse the cost of Premium Economy/Economy Plus seating on the Los Angeles-Sydney segment only.

c. **Travel Insurance.** OSA does not reimburse the costs of travel insurance.

d. **Priority Access.** OSA does not reimburse the costs of priority add-on services such as priority check-in, priority security, or priority boarding.

e. **Business or First-Class.** If prior approval is obtained from OSA’s CEO or COO, OSA will reimburse the cost of a business class (on a three-class aircraft) or first class (on a two-class aircraft) ticket in cases of demonstrated medical need. Without prior approval, OSA will reimburse at a comparable economy ticket or the allowable maximum at its discretion.

f. **Airline Club Access.** Travelers whose total one-way travel time exceeds 12 hours (calculated as the time leaving from departing airport to scheduled arrival time at final destination airport) and have an airport layover of at least 3 hours are eligible to be reimbursed up to $60 for one-time or one-day airline club access.

g. **Visas; Electronic Travel Authority.** When traveling for OSA business, if a visa or similar authorization is required for your travel, OSA will reimburse you for the cost of the visa for the shortest period required for your trip. OSA will not reimburse any costs for third party services that expedite or process the application without prior approval.

h. **Passports.** OSA will not reimburse any costs or fees associated with obtaining or renewing a passport.

i. **Foreign Currency Exchange Fee(s).** OSA encourages staff and volunteers to use their credit cards for charges and ATM cards to acquire foreign currency. Fee(s) for ATM and credit card transactions are reimbursable with documentation detailing the charge, with the exception fees associated with meals (part of Per Diem allowance). Fees for using third party currency exchange services, such as Travelex, are not reimbursable. If necessary, staff may check if OSA’s Finance department is able to exchange nominal amounts of the more common foreign currencies prior to or upon return from travel.

ii. **Cancellations.** Travelers who purchase a ticket for OSA-related travel and are unable to make the trip are responsible for the cost of the cancelled ticket and other expenses incurred unless prior approval is obtained based on a valid business reason. If approved, travelers should apply the ticket to another OSA-related meeting. If prior approval is not obtained, OSA may choose not to reimburse the cost of the ticket or, if reimbursement has been made, may ask the traveler to repay the cost of the ticket to OSA.

iii. **Changes in Travel.** If OSA is responsible for a change in your travel arrangements after purchase of your ticket, OSA will reimburse the change fee and any difference in your fare. If OSA is not responsible for the change in your travel arrangements, OSA will reimburse the
change fee and difference in fare if the change is based on a valid business reason and approved in advance. You are responsible for handling this transaction.

iv. **Combining OSA Travel with Other Travel.** OSA understands you may need to combine OSA travel with other travel. In such cases, please submit with your expense report (1) an itinerary pricing the trip without the added travel, AND (2) your actual itinerary and receipt. For example, if a London traveler combines an OSA trip to Washington, DC, with a personal trip to New York and then flies home, that traveler should submit the London-DC-New York itinerary and receipts as well as a comparable-class London-DC roundtrip itinerary for the same dates. The two itineraries should be generated on the same day. OSA will reimburse the lesser of the two itineraries.

C. **Transportation: Ground.** Use of taxis, ride sharing services (Uber, Lyft, etc.), airport and hotel shuttle services, bus, subway, and rail transportation should be determined on the basis of lowest cost while also taking into account the time of day, quantity of luggage and personal safety.

D. **Transportation: Automobile Rental.**

i. **Prior authorization required.** Rental cars may be obtained if economic public or hired transportation is unavailable, impractical, or more expensive. Car rental must be preauthorized by OSA and selected according to lowest cost available, taking into consideration the costs of parking and tolls, number of passengers and amount of equipment. As a general guideline, OSA considers a mid-size or compact car class to be reasonable for most travel. Please use discretion in determining low-cost parking arrangements at airports, hotels, etc. Rental car add-ons such as GPS, Satellite Radio, Pre-purchase of gasoline or other services should be declined. Rented vehicles should be returned with gas filled up to the required level to avoid extra charges. Travelers are required to pay all tolls at toll plaza(s) and provide receipts for reimbursement. Fee(s) associated with parking tickets or failing to pay tolls, including administrative charges or fees from the rental car company, are not reimbursable.

ii. **Insurance.** Because OSA has a comprehensive insurance policy in the U.S., travelers should decline any additional insurance offered when renting an automobile in the U.S. However, in order for your car rental to be covered under OSA’s policy, please add “The Optical Society” under your signature for any automobile rental agreements you sign.

If you are renting an automobile outside of the U.S., the country you are traveling in may have compulsory insurance requirements. In that case, you should purchase the compulsory insurance offered by the rental car company, for which you will be reimbursed.

E. **Transportation: Use of Personal Automobile.** “Personal automobile use” is defined as driving your own automobile on OSA business and does not include travel to and from your home to your work location.

i. **In the U.S.** Mileage reimbursement for personal automobile use in the U.S. will be at the current, published U.S. government rate. You may not claim reimbursement for gas expenses while claiming mileage reimbursement. However, parking and toll expenses
are separate reimbursable items. Please use discretion in determining low-cost parking arrangements at airports, hotels, etc.

ii. **Outside of the U.S.** For personal automobile use in countries other than the U.S., OSA will reimburse reasonable gas, toll, and parking expenses. Those seeking such reimbursement should submit receipts for each expense above $25 USD.

F. **Business Entertainment.** Staff members who are required to entertain members, volunteers or other clients as part of their job duties will be reimbursed for the reasonable cost of a meal or refreshment. Reimbursement will be provided for legitimate business entertainment expenses as long as they are properly documented. The event must have a clear and stated business purpose, and the cost should reflect reasonable judgment on the part of the staff. Proper documentation for business entertainment expenses includes receipts, a list of attendees (which needs to include at least one OSA senior director or higher staff member), their affiliation and a brief explanation of the business purpose of the meeting. For staff only events, see Group Meals below.

G. **Hotel Accommodations.** Travelers are expected to take advantage of any OSA-negotiated room blocks or discount rates if available. Where such discounts are not available or are impractical, travelers should use the Internet to book hotel accommodations, and then submit receipts and expenses as described below. Unless otherwise authorized, travelers are asked and encouraged to reserve hotel rooms at the lowest available single rate at moderately priced hotels, taking into account personal safety and proximity to meetings or planned events. The use of convention/group rates or similar promotional rates is encouraged. Travelers should take into consideration hotel fees and additional charges when choosing a hotel, as Internet, breakfast, health club and resort fees may or may not be included in the rate. Some hotels charge a premium for these services on an ala carte basis.

H. **Laundry:** For hotel stays exceeding six (6) hotel nights, reasonable valet or laundry service is reimbursable.

I. **Health Club:** If a health club is not available or included in with your hotel accommodations, OSA will reimburse up to $15 USD per day for access to a basic health club. Documentation must be provided.

J. **Miscellaneous and Personal Expenses.** Costs for in-room movies, in-room minibar/service bars, room service charges (aside from the meal allowance), hairdressers, toiletries, magazines, babysitting services, etc. are not considered reimbursable expenses. Please deduct personal expenses from hotel charges submitted for reimbursement.

K. **Telephone and Internet Charges.** OSA expects you to use personal cell phones or calling cards rather than hotel phones to make phone calls. For international phone calls, you are requested and encouraged to use an Internet-based phone service (such as Skype or WhatsApp) whenever possible. You should check with your wireless provider for reasonable options such as fixed rate plans such as TravelPass (Verizon) or Passport (AT&T). You may also use an unlocked GSM phone and purchase a local SIM card at your destination for the best rates on local calls at your destination. Staff and volunteers incurring reasonable airport, hotel, or airline Internet charges for business purposes will be reimbursed if receipts are provided. Please note that many times Internet service can be negotiated into the hotel room rate.
L. Meals and Incidentals.

i. Per Diem. OSA encourages staff and volunteers to use per diem rates set by OSA for reimbursement of meals. The per diem rates are based on averages for OSA’s typical meeting locations as published by the US Federal government agencies. Rates shown are inclusive of meals, beverages (including alcohol) and related tips. If the meeting or conference you are attending provides meals (e.g. committee breakfast, dinner, etc.), you are expected to participate in those meals and should deduct them from your per diem as identified below for location and meal. Receptions are not considered a meal. If you have been provided with a meal during your flight or at a lounge, you should deduct the cost of that meal from your per diem. When submitting for per diem reimbursement, receipts are not required.

Per Diem Rates:
- United States (Including Hawaii and Alaska): $65 per day (Breakfast: $12, Lunch: $18, Dinner: $35)
- Non-US: $90 per day (Breakfast: $16, Lunch: $24, Dinner: $50)

ii. Actual costs. Staff and volunteers may also choose to submit for reimbursement of actual costs instead of requesting the OSA defined per diem. In such cases, the maximum amounts allowable follow the same per diem guideline for each meal defined in this policy. Requests for reimbursement over these amounts require the approval of the Senior Director of Governance (for volunteers) or OSA’s COO (for OSA Staff).

iii. Group Meals (Staff Only). Expenses for staff members entertaining other staff exclusively, such as group meals at events or special occasions, are not considered business entertainment expenses. These expenses will be reimbursed at the defined per diem levels for a particular meal based on the total number of staff members attending. Expenses exceeding the per diem guidance level will be reimbursed only if they reflect reasonable judgment and are approved by the appropriate department chief (C-Level staff) and COO. Such approval must explicitly acknowledge that the expense is approved as an exception to this policy. Proper documentation is required including receipts, purpose of the expense, and a list of attendees. In general, the most senior staff member should pay and submit the expense for the group. In all cases, staff members attending should deduct the amount of the meal from their per diem.

iv. Local Training (Staff Only). For local staff training and conferences where meals are not already included, staff will be reimbursed up to $18 USD for lunch.

v. Non Standard Hour Work (Staff Only). If department chief prior approval is obtained, staff working late (minimum of 10 total working hours on a weekday), or on weekends or holidays (minimum of 3 hours) are eligible for reimbursement for meals provided they are working at OSA’s headquarters or an OSA-directed event. OSA will reimburse up to $12 for breakfast, $18 for lunch and $35 for dinner.
M. Guidance on Tipping. Tipping customs vary widely from country to country. Tipping is much less common in Asia, and many restaurants and hotels in Europe automatically add gratuity. Travelers outside the US are expected to follow local protocol for tipping.

OSA provides a flat $5 per day tip allowance to cover housekeeping, doormen, airport check-in airport or hotel shuttle drivers etc. Excluded from the $5 per day allowance are tips for taxis, ride share services, meals (see Per Diem section) or special circumstances.

Below are suggested guidelines for tipping in the U.S. Subject to certain variations based on local practices, tipping within the U.S. should conform to the following guidelines:

Tip to be added and included in actuals for Taxi or other transportation expense:
• 15% to 20% plus $0.50 per bag or box;

Tips for meals:
• 15%-20% for meals, including room service, if not automatically added to the check (Remember that tips for meals and beverages are included in the Per Diem allowance);

Included in $5/per day allowance:
• $1 to $2 per bag or box for bellhop or doorman service;
• $1.00 per bag or box for airport check-in service;
• $1.00-$2.00 for airport shuttle driver;
• $2.00 per day for hotel maid service.

Reimbursement for tips may be subject to adjustment if determined to be extravagant.

3. GOVERNANCE/OFFICERS MEETINGS (For Volunteers Only).

A. Board of Directors, Councils, Committees. OSA values the contributions of volunteers to the society. Travel expenses covered by your company or employer are greatly appreciated. For volunteers needing travel support, OSA will reimburse volunteers for pre-approved governance meetings that occur in any given year. OSA’s Senior Director of Governance will inform you of these meetings, dates and the number of nights that will be required in advance. For those meetings, OSA will reimburse for airfare, hotel and other traveling related costs according to this policy. OSA may prearrange for your hotel and pay for your room and tax on its master account. Group meals are generally provided throughout the meeting for volunteers; thus meals are not generally reimbursed.

B. Officers International Travel. Funds are available to the OSA officers (Past President, President, President-Elect, Vice-President and Treasurer) for international travel made on behalf of the Society, e.g., for the purpose of building relationships with other science/engineering organizations. The total cost (hotel, airfare, etc.) is projected to range between $1,500 and $3,000 per trip. Travel is arranged by OSA staff.

C. Program Travel. Travel under specific programs (i.e. Traveling Lecturer, non-governance OSA meetings) may have different rules for travel. These may include maximum reimbursement amounts or requirements, required use of travel agency/system, or staff-arranged travel. If
traveling under a specific program, the program staff will inform you of any special rules or conditions. Reimbursement will follow the established requirements of the program.

D. **Miscellaneous Expenses.** It is expected that volunteers are responsible for the cost of telephone calls, facsimile transmissions, postage, photocopying, and similar office expenses related to your work on behalf of the Society.

4. **SPECIAL REQUESTS.** Travelers should seek prior approval for reimbursement of travel costs outside of this Policy. OSA may adjust or deny reimbursement of travel costs outside of this Policy incurred without prior approval.

A. **For Volunteers.** Special requests from volunteers for support/reimbursement of travel outside the existing policy should be directed to OSA’s Senior Director of Governance. Such requests should include the reason for the travel and the OSA business justification along with anticipated expenses.

B. **For Staff.** If exceptional circumstances are anticipated for staff, prior approval of exceptions is required by the staff members’ department chief and COO. The expense report containing such exceptions will require the department chief’s approval and the documented approval of the COO.

5. **SUBMITTING YOUR EXPENSE REPORT.**

A. **For Volunteers and Staff.**

   i. You have the option of using either the OSA Travel & Expense Report spreadsheet (Excel) or document (PDF) published each year. Use of the current year’s spreadsheet version is encouraged whenever possible to eliminate staff processing time. For OSA staff, both versions can be found at O:\Finance Information\Expense Report & Policy. For volunteers, contact the Senior Director of Governance. If you have any questions or concerns filling out the Travel and Expense form, please contact OSA’s COO, the Senior Director of Governance, or OSA’s Senior Director of Finance.

   ii. Please submit supporting documentation with your expense report, including proof of prior approvals for special circumstances. Supporting documentation may be original, photocopied or scanned. If submitting originals, please tape receipts to a standard sheet of paper in date order. Attach all receipts for expenses over $25 USD (except when seeking per diem or otherwise stated in this policy). If the reason for the expense is not obvious from the receipts/paperwork, please include a written explanation. Please also include a written explanation if the requested reimbursement varies from the receipts submitted (for example, if you are seeking reimbursement of only part of an amount shown on a receipt).

   iii. For airline and rail tickets, always attach the receipt and the itinerary. This allows OSA to verify travel dates, destinations, date or purchase and level of service purchased against this policy. Please note that you not need to wait until after travel is completed to request reimbursement for airline tickets.
iv. For hotel or similar accommodations, always attach the receipt showing details of your stay. Charge for room and room taxes should be listed in the hotel column on the travel & expense report. All other charges for reimbursement should be identified separately and listed in their appropriate sections. You should include a separate line entry for each day of hotel costs on the expense report.

v. When seeking a mileage reimbursement over $50 USD, please attach support for calculation of your mileage such as a printout from MapQuest, Google Maps or similar website showing route and total miles. For all mileage reimbursements, please indicate your start and end destinations on the expense report. Failure to use the current year’s expense report form may result in an automatic adjustment and payment based on the current year’s published rate by the U.S. government.

vi. When seeking reimbursement of non-U.S. currency, you have three options:

(a) Wait until your credit card statement arrives to get the exact rate of exchange paid, if any. Any credit card fees for currency conversion is reimbursable with proper document; or

(b) Submit your expense report with receipts and the appropriate currency conversion for each receipt based on the date of purchase or one rate for the dates of your travel. Note that if you have multiple currencies you will need to do this for each country.

(c) Submit your expenses without currency conversion and the OSA Finance department will determine the conversion rate based on your dates of travel.

B. For Volunteers Only.

i. The expense report needs to include the OSA business purpose, dates of travel and name of staff contact.

ii. All expense reports and supporting documentation should be submitted to the Senior Director of Governance or the identified staff liaison within 30 days of travel. If the expense report is missing documentation or reflects reimbursement of costs not within OSA’s travel reimbursement policy, OSA Finance staff will notify the appropriate staff liaison, who will contact the volunteer for resolution. Payment will be made on receipt of all documentation or confirmation of adjustments.

iii. If you have requested reimbursement for items that are not covered by OSA’s travel policy, please make a formal request to your OSA staff liaison for consideration. Staff will notify you once a possible disputed item is recognized. Undisputed amounts will be paid promptly. Disputed amounts will be held until a satisfactory explanation and/or resolution has been met.

iv. Note that volunteer expense reimbursement requests are public documents and available to the membership at large upon request.
C. For Staff Only.

i. Prior to submitting your expense report to the Finance Department, obtain your supervisor’s approval. Approval is also required from the project owner, if that project owner is someone other than your supervisor. If the expense report total exceeds your supervisor’s expense signoff authority, higher level approval will be required.

ii. Deduct all prepaid items such as air and rail fares, hotel room charges, and corporate card direct-billed items when applicable.

iii. If you are seeking reimbursement for costs that are not covered within the OSA travel expense policy, provide written explanation with your expense report to your department chief and obtain COO approval. Once approved, any further questions by Finance will be addressed directly with your department chief.

iv. **Cash Advances.** Staff may request a cash advance up to $75 USD per day from OSA to cover travel incidentals. Staff will not be entitled to an additional cash advance until any previous advances are settled. Cash advances should be deducted from your expense report.

v. **OSA Credit Cards.** OSA travel credit cards are available for staff who spend a high percentage of their time traveling for OSA. Staff who are required to travel for OSA and use their own credit cards are eligible for reimbursement of their credit card annual fee (maximum of $100.00). Corporate credit card holders are not entitled to reimbursement of personal card fee reimbursement. For more information, please consult the OSA Corporate Credit Card Policy or check with OSA’s COO or Senior Director of Finance.
OSA TRAVEL POLICY QUICK REFERENCE GUIDE

Below is a quick reference table for the more common travel expenses that volunteers, staff and contractors may incur while traveling on OSA business. Please note this is a quick reference guide only. **Travelers are responsible for knowing and following the full policy.** Amounts below reflect expenses generally allowed under the policy. Volunteers may request exceptions by contacting the Senior Director of Governance or their staff liaisons. Staff may request exceptions from their department chief and COO. Receipts are required for all expenses over $25 USD unless otherwise noted.

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>See Policy Section</th>
<th>Guidelines/allowable expenses (all amounts in USD)</th>
<th>Special documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>2B</td>
<td>$800 domestic; $2,300 international&lt;br&gt;Expectation: lowest available nonrefundable, economy (coach) class fares, considering OSA’s business needs, length of travel and all standard fees</td>
<td>Itinerary; dual itineraries if OSA + personal travel</td>
</tr>
<tr>
<td>Airline club fee</td>
<td>2B</td>
<td>$60 (if one-way travel exceeds 12 hrs and layover exceeds 3 hrs)</td>
<td>Itinerary</td>
</tr>
<tr>
<td>Auto rental (includes tolls, parking, etc.)</td>
<td>2D</td>
<td>Expectation: lowest cost available, taking into consideration parking and tolls, number of passengers and amount of equipment</td>
<td></td>
</tr>
<tr>
<td>Auto rental insurance</td>
<td>2D</td>
<td>In U.S. – already covered under OSA’s insurance policy (write “The Optical Society” under signature line); Outside of U.S. – reimbursable if insurance is compulsory</td>
<td></td>
</tr>
<tr>
<td>Baggage fees</td>
<td>2B</td>
<td>Fees for 2 checked bags reimbursable</td>
<td></td>
</tr>
<tr>
<td>Cancellation / Change fees</td>
<td>2B</td>
<td>Reimbursed if OSA is responsible for change/cancellation, or by special approval</td>
<td>OSA correspondence</td>
</tr>
<tr>
<td>Cell / Data international fees</td>
<td>2K</td>
<td>If needed, local SIM card or fixed-rate international wireless plan recommended</td>
<td></td>
</tr>
<tr>
<td>Group meals</td>
<td>2F</td>
<td>Reimbursable for business entertainment purposes. Staff-only group meals reimbursed at per diem rate per person</td>
<td>Receipt with names of attendees and purpose</td>
</tr>
<tr>
<td>Gym/health club</td>
<td>2I</td>
<td>$15/day (if not already included in hotel rate)</td>
<td></td>
</tr>
<tr>
<td>Hired ground transportation (taxi, ride share, hired shuttle)</td>
<td>2C</td>
<td>Expectation: lowest cost available, considering number of passengers, amount of equipment, time of day, and personal safety</td>
<td></td>
</tr>
<tr>
<td>Hotel room</td>
<td>2G</td>
<td>Expectation: use OSA-negotiated room-blocks or discounts, if any; if none, use lowest available single rate at moderately priced hotel, considering personal safety &amp; proximity to meetings</td>
<td>Hotel invoice with details of stay</td>
</tr>
<tr>
<td>Internet</td>
<td>2K</td>
<td>Reasonable airport, hotel, or airline Internet fees reimbursable</td>
<td></td>
</tr>
</tbody>
</table>
Instructions for submitting expenses for reimbursement (see Policy Section 5 for full details)

- **Travel expense report**: submit the OSA travel expense report and supporting documentation within 30 days of travel. Include dates of travel & business purpose. Access the OSA form at:
  - Staff: O:\Finance Information\Expense Report & Policy
  - Volunteers/contractors: Contact your staff liaison or the Senior Director of Governance
- **Supporting documentation required**:
  - Receipts for all expenses over $25 USD (except when claiming per diem or seeking mileage reimbursement under $50); receipts may be original, photocopied or scanned
  - Itineraries for air/rail fares showing fare paid and seat class (two itineraries if OSA travel is mixed with personal travel)
  - Hotel invoice showing details of stay
  - Proof of OSA prior approvals for departures from policy, if applicable
  - Written explanation if reason for expense is not obvious from receipts or if requesting reimbursement for only part of a receipt
  - Map of route with miles if seeking mileage reimbursement over $50 USD

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>See Policy Section</th>
<th>Maximum Allowable Expense (in USD)</th>
<th>Special documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry</td>
<td>2H</td>
<td>Reasonable valet or laundry service for hotel stays of 7+ nights</td>
<td></td>
</tr>
<tr>
<td>Meals &amp; Incidentals (including related tips)</td>
<td>2L</td>
<td><strong>Per Diem:</strong> In U.S. - $65/day (breakfast: $12; lunch $18; dinner: $35) Outside of U.S. - $90/day (breakfast: $16; lunch: $24; dinner: $50)</td>
<td>No receipts needed to claim per diem; receipts required to claim actual costs over $25</td>
</tr>
<tr>
<td>Mileage/use of personal auto (includes tolls, parking, etc.)</td>
<td>2E</td>
<td>In U.S. - mileage reimbursed at current U.S. government rate Outside of U.S. - reasonable gas, tolls, and parking expenses</td>
<td>In U.S.: Route map with miles if over $50 USD</td>
</tr>
<tr>
<td>Passport</td>
<td>2B</td>
<td>Not reimbursable</td>
<td></td>
</tr>
<tr>
<td>Priority access (priority security, check-in, boarding)</td>
<td>2B</td>
<td>Not reimbursable</td>
<td></td>
</tr>
<tr>
<td>Seat selection fees</td>
<td>2B</td>
<td>Reimbursable for non-premium economy advance seat selection</td>
<td></td>
</tr>
<tr>
<td>Tips (other than for meals)</td>
<td>2M</td>
<td>Based on geographic region</td>
<td></td>
</tr>
<tr>
<td>Train/Rail fare</td>
<td>2C</td>
<td>Expectation: lowest available nonrefundable, economy (coach) class fares, considering OSA’s business needs, length of travel and all standard fees</td>
<td>Itinerary</td>
</tr>
<tr>
<td>Travel insurance</td>
<td>2B</td>
<td>Not reimbursable</td>
<td></td>
</tr>
<tr>
<td>Upgrades; upgradeable tickets</td>
<td>2B</td>
<td>Reimbursed for flight segments of 10+ hours or for demonstrated medical need</td>
<td>Itinerary + receipt for upgrade</td>
</tr>
<tr>
<td>Travel visa</td>
<td>2B</td>
<td>Reimbursable</td>
<td></td>
</tr>
</tbody>
</table>