

Resilient Navigation & Timing Foundation Travel Policies

The following policies apply to payments or reimbursements for travel in support of foundation business by volunteers or employees. Exceptions may be granted by the board of directors, but must be documented in the official minutes of a board meeting.

General Policies and Guidelines:

- Persons traveling on foundation business shall bear in mind the organization's status as a charity with limited income and actively seek economical methods of accomplishing the organization's business.
- In most cases, travelers should select non-refundable air fare and hotel rates so as to take advantage of the lower costs.
- Reimbursements for actual expenses are often lower than standard per diem rates. The foundation encourages travelers to consider filing claims on this basis.
- Payments for travel expenses will generally follow the standards established for employees of the US government by the General Services Administration, State Department, and in the Joint Travel Regulations.

Notwithstanding the above general policies and guidelines:

- Air travel over 5 hours may be reimbursed at a "premium economy" rate, so long as that rate is not more than 15% above the base rate.
- Air travel with legs of 10 hours or longer that involve a sleep cycle may be reimbursed at the business class rate (advance consultation with the board outlining the status of the organization's funds and cost of the travel should occur whenever possible).
- Accommodations at an event venue may be selected if they do not exceed the published federal government reimbursable rate by more than 15%.
- The board of directors may make exceptions to any of these provisions on a case by case basis as they see appropriate.



16 September 2015

L. I. Kiern, Secretary