



## NFID TRAVEL POLICY

The National Foundation for Infectious Diseases (NFID) may provide reimbursement for travel expenses to individuals traveling on NFID business or associated with the planning, presenting, and authoring of continuing education activities.

### **TRANSPORTATION**

1. **World Travel Service will handle transportation arrangements for you.** The NFID representative is Brenda Stanton, and is available Monday through Friday from 9 AM–5:30 PM ET at 800-892-6470 x1402 (outside the US, call 1-703-620-3001 x1402) or via email to [brendas@worldtravelservice.com](mailto:brendas@worldtravelservice.com). She will be given approval by NFID to purchase your ticket and forward it to you.

**You must obtain pre-approval from NFID staff to purchase your ticket directly from another agency or directly from the airline. The cost of the ticket must be comparable to the ticket that would be provided by Quality Travel in order to be reimbursed for the total cost of the ticket. Please note that no US Federal funds will be used to support travel.**

2. **AIR TRAVEL: Only non-refundable economy class airfare will be reimbursed by NFID.** Flights must be booked at least four weeks prior to travel. If this requirement is not met, travelers will be reimbursed only for the estimated airfare for a comparable flight, as determined by NFID's travel agent. Current pricing structures may allow for substantial savings if travelers stay over on Saturday night. NFID will cover the associated lodging and per diem costs associated with a Saturday stay provided the total cost is less than what airfare would have cost without the Saturday stay. International travelers are encouraged to use a US carrier unless airfare on the international carrier is materially less than that of a domestic carrier. **Change fees or penalties are the responsibility of the traveler and will not be reimbursed by NFID. Fees for preferred/premium seats, checked baggage, and flight insurance will not be reimbursed by NFID and are the responsibility of the traveler.**

3. **RAILWAY TRAVEL:** Travel by railway may be utilized, using the most direct route, and should not exceed the least expensive air travel available, as determined by NFID's travel agent.

4. **TRAVEL BY PERSONAL AUTOMOBILE:** Automobile mileage will be reimbursed at the current government rate per mile, not to exceed the least expensive air travel via the most direct economy air route, as determined by NFID's travel agent. Actual mileage driven must be provided on the travel expense reimbursement form, with departure and arrival locations clearly indicated

5. **OTHER GROUND TRANSPORTATION EXPENSES:** Other reasonable expenses such as parking, taxi, public transportation, etc., whether incurred at point of departure or return, will be reimbursed providing original receipts are submitted. **Limousines and personal car services will not be reimbursed. Car rentals and related parking expenses will only be reimbursed with prior approval by NFID staff.**

### **LODGING**

1. Hotel rooms may be paid by NFID through a direct billing arrangement with the hotel. Room and tax will be charged to the NFID master account. Any incidental charges incurred during your stay (e.g., use of mini-bar, gift shop, restaurant, telephone calls, movies, fitness center, Internet access) will not be reimbursed by NFID.

The hotel may request credit card information upon check-in in order to cover such incidental charges.

2. NFID will provide a hotel request form to be completed and returned to NFID by the date specified on the form. Reservations will be made by NFID, and you will be provided with the confirmation number at least two weeks prior to the program. If your plans change, you must contact NFID immediately so that we can change your reservation and avoid any unnecessary charges.

### **MEALS AND INCIDENTAL EXPENSES**

1. Reimbursement will be provided up to a maximum per diem of \$69, with no receipts required. This is designed to cover the cost of meals and incidental expenses such as non-meal tips while traveling. Current per diem rates are:

Breakfast:	\$16	Dinner:	\$31
Lunch:	\$17	Incidentals:	\$5

2. The \$69 total will be reduced by the cost of the meals which the traveler does not have to purchase while traveling. The restriction includes both meals which are furnished by NFID and meals that do not need to be purchased because you are not traveling at a time a meal would typically occur.

### **OBTAINING REIMBURSEMENT**

1. You will receive a Travel Expense Reimbursement Form via email prior to the activity/ meeting. The completed form must be submitted to NFID by the deadline date specified on the form. If you will not be requesting reimbursement, please notify NFID staff. You may wish to donate all or a portion of your reimbursement to NFID. If you choose to make a donation, please clearly indicate the amount on your expense form.
2. Complete the form using the instructions provided on the form. Provide receipts as required. **Receipts for per diem expenses are not required.**
3. Submit Travel Expense Reimbursement Form with corresponding receipts to NFID within 15 days after the travel is completed. NFID will not reimburse for expenses older than 45 days.
4. Note that US government employees must submit all travel expenses including per diem for non-provided meals, ground transportation, and any necessary incidental expenses incurred during travel directly to their agency for reimbursement. No Federal funds will be used to support travel.
5. Contact NFID with any questions or for clarification of this policy.