

**QUALITY EDUCATION FOR MINORITIES (QEM) NETWORK
TRAVEL POLICY
(Effective September 2005)**

Ticket Purchase

QEM will purchase a 21-day, advance-purchase, non-refundable, round-trip air ticket, to and from a QEM-sponsored meeting site for each participant for whom QEM has agreed to cover travel expenses. QEM will make every effort to accommodate preferences of a traveler, as indicated on the *QEM Travel Reply Form*, to the extent that the preferences represent the most cost effective purchase. Any later changes to transportation/lodging reservations, requested by the traveler, must be paid for and handled separately by that individual.

All travel arrangements should be made by QEM; however, if an individual makes his/her own travel arrangements or does not return the *QEM Travel Reply Form* by the date indicated on the form, QEM will reimburse travel up to the cost of a 21-day, advance-purchase, round-trip, non-refundable ticket, had QEM purchased the ticket.

It is the traveler's responsibility to absorb any penalties incurred in connection with ticket changes, cancellations, or losses after QEM has purchased the ticket. A non-refundable ticket purchased for a traveler who decides later not to honor his/her commitment to attend a QEM-sponsored event will be billed to the traveler or his/her institution, since the ticket can only be used by that traveler.

Lodging

For the appropriate nights of a QEM-sponsored meeting QEM will cover the cost of lodging for invited participants who do not live locally, provided the traveler is in full attendance at the meeting for the days covered by the lodging and provided QEM has agreed to assume the costs. Reimbursement for lodging on the evening preceding or following a QEM-sponsored event, made necessary by the meeting's schedule, will be honored; however, if changes are made to accommodate the traveler's wishes/needs, the traveler must absorb the additional costs. All incidental charges (e.g., phone charges, movies, and room service) must be paid by the traveler at the time of check-out. A participant who must cancel his/her attendance at a QEM-sponsored event, must call the hotel directly to cancel lodging reservations or reimburse QEM for the cost of one night's room and tax which the hotel will charge when timely cancellation is not made (usually by 6:00 pm the day of the reservation).

Reimbursement

For each ticket purchased by QEM, a *Travel Expense Voucher* must be completed, with the traveler's original signature, and returned to QEM within two weeks of travel. *Travel Expense Vouchers* must be submitted even if there are no reimbursable expenses. Attached to the *Travel Expense Voucher* should be originals of all reimbursable travel-related receipts, including the passenger receipt from the used ticket. QEM will make every effort to reimburse travelers within two weeks of receipt of the complete *Travel Expense Voucher*. *Travel Expense Vouchers* more than 30 days outstanding are subject to non-reimbursement.

QEM will cover reasonable expenses for ground transportation, as indicated on the *Travel Expense Voucher* for the specific event. QEM will not reimburse charges for rental cars. Meals, not provided at QEM-sponsored events for which QEM agrees to provide reimbursement, will be reimbursed at a rate not to exceed \$10 for breakfast, \$15 for lunch, and \$25 for dinner, including taxes and tips, with receipts. Tips for taxis and meals for which QEM has agreed to provide reimbursement are not to exceed 10% and 15% respectively. Tips for baggage handling should not exceed \$1.00 per bag, with a two-bag limit. QEM will reimburse the traveler \$0.36 per mile for automobile use in excess of 15 miles, in place of train or air travel, if such use has been approved in advance by QEM. QEM will only reimburse travelers arriving at/departing from Dulles or BWI Airports for shuttle expenses. QEM will not reimburse travelers for taxi fares to/from these airports.