

**QUALITY EDUCATION FOR MINORITIES (QEM) NETWORK**  
**TRAVEL POLICY**  
**(Updated March 2013)**

**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 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 costs/penalties incurred in connection with ticket changes, cancellations, or losses after QEM has purchased the ticket. The cost of 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 only that traveler can use the ticket.

**Lodging.** For the appropriate nights of a QEM-sponsored meeting, QEM will arrange and cover the travel and lodging cost 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. The traveler, at the time of checkout, must cover the costs of all incidental charges (e.g., phone charges, Internet access charges, movies, and room service). A participant who must cancel his/her attendance at a QEM-sponsored event must call the hotel directly to cancel reservations in keeping with the Hotel's lodging cancellation policy or reimburse QEM for lodging costs billed to QEM due to the participant's failure to cancel 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. Only originals of reimbursable travel-related receipts are acceptable. A traveler who purchased his/her own ticket, at the request of QEM, must include the passenger receipt from the used ticket. QEM will not be responsible for costs incurred once a traveler has approved/been informed of the travel itinerary QEM will support. This includes changes to the itinerary, meals, or lodging costs incurred as a result of a planned/unplanned change in the itinerary. QEM will make every effort to reimburse travelers within two weeks of receipt of the completed Travel Expense Voucher. *Travel Expense Vouchers* more than 30 days outstanding are subject to non-reimbursement. When printing the travel voucher sent by QEM, be certain that the entire form, including the signature line, is on one page.

QEM will cover reasonable expenses for ground transportation, as indicated on the *Travel Expense Voucher*. QEM will not reimburse charges for rental cars, except for QEM staff for project related purposes. Travelers to cities where shuttle service is available between the airport and the meeting site are expected to use the shuttle. Taxi costs to/from a participant's home airport and to/from the airport at the meeting site (if shuttle service is not available) will be reimbursed. 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.

Meals 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 original itemized receipts. QEM will not reimburse the cost of alcoholic beverages. Individuals unable to consume meals provided during the meeting, because of medical requirements or religious beliefs, must indicate this when pre-registering so that further information can be provided. QEM will not reimburse meal expenses incurred after the traveler returns to the original point of departure nor costs due to dietary or other restrictions that exceed reimbursable amounts for specific meals. Tips for taxis and meals for which QEM has agreed to provide reimbursement are not to exceed 10% and 15% respectively. QEM will reimburse the traveler for checking one bag, provided the original receipt from the airlines is attached to the *Travel Expense Voucher*. Tips for baggage handling should not exceed \$1.00 per bag, with a two-bag limit. QEM will reimburse the traveler \$0.44 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.