



Policy TITLE:	TNI Travel Policy
Policy NO.:	1-112
REVISION NO:	1.1
Program	Administration and Support

Committee Approved Date:	11-30-10
Policy Committee Reviewed Date:	
TNI Board of Directors Endorsed Date:	
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I. TNI TRAVEL POLICY

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by staff, volunteers, and contractors who are in travel status on official business of TNI. Travel costs are allowable subject to paragraphs a through c, when they are directly attributable to specific work for TNI.

1. Travel costs will be charged on an actual basis for air travel, mileage and other direct costs. Costs for lodging and meals and subsistence shall conform to Federal per diem rates.
2. The difference in cost between first-class air accommodations and less than first-class air accommodations is unallowable except when less than first-class air accommodations are not reasonably available to meet necessary requirements, such as where less than first-class accommodations would (i) require circuitous routing, (ii) require travel during unreasonable hours, (iii) greatly increase the duration of the flight, (iv) result in additional costs which would offset the transportation savings, or (v) offer accommodations which are not reasonably adequate for the medical needs of the traveler.
3. Direct charges for foreign travel costs are allowable only when the travel has received prior approval. Each separate foreign trip must be approved. Foreign travel is defined as any travel outside of Canada and the United States and its territories and possessions.

Travel and subsistence costs of TNI committee chairs, committee members and directors are allowable subject to the restrictions regarding lodging, subsistence and air travel costs provided above, and approval by the Executive Director.

Documentation must be provided to be able to support the costs during an audit. Documentation must include: a statement of business purpose, avoidance of expense submissions for alcohol, or guests unrelated to the business purpose. All documentation must include original receipts, statements or invoices on letterhead of provider, and bearing original signatures. Note: A pdf file of a scanned document is equivalent to an original.

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Policy Approved Changes

Prev. Policy No.	New Policy No.	Date of Change	Description of Change
n/a	Rev 1.1	3-10-12	Update format.