



SPEAKER TRAVEL POLICY

As travel expenditures represent a major cost, Dravet Syndrome Foundation's (DSF) goal is to control these expenditures for the benefit of the organization. As a result, we ask that all speakers exercise sound business judgment when arranging travel.

Reimbursement for travel, mileage, meals, or per diem for travel to sanctioned meetings or events is approved at rates determined by the Executive Director, as specified below. Speakers are permitted to keep mileage incentives accrued from business flights for personal use.

The aim of this Travel Policy is to establish transparent expense management guidelines to ensure economical travel, with the following goals and advantages:

- Ensuring service, comfort, and safety for travelers.
- Prudent use of organizational resources by means of cost-effective business travel.
- Clear distinction between reimbursable and non-reimbursable expenses.
- Proper reporting and approval procedures for expenses.
- Adherence to relevant legal regulations.

Air Travel

- Advance airfare purchases often result in significant savings. Air travel should be booked at least 4 weeks prior to departure unless the decision to travel is made fewer than 4 weeks in advance.
- You may choose a direct flight rather than flights with a layover if the difference in cost is reasonable (check with the Executive Director if unsure).
- For all flights, you are required to fly in economy class.
- You are allowed to upgrade your seating for a fee of less than \$60 in instances of tight layover schedules, facilitating a swift transition to their subsequent flight, or for flights exceeding 3 hours to enjoy additional legroom. Otherwise, upgrades are not permitted.
- Airline choice is permitted if the fare is within 10% of the lowest economy fare of premium (non-budget) carriers.
- You should avoid incurring baggage costs for more than one checked bag. If additional bags are necessary due to materials for an event or meeting, please consult with the Executive Director before proceeding.
- Parking at the airport of origin is reimbursable by DSF. You should select the most cost effective option for either onsite airport parking or off airport property lots.
- Airline trip insurance is not reimbursable if purchased. Instead, it is recommended to purchase a flight level that provides a flight credit in case of a missed or canceled flight.

Approved airfare levels are listed below. "Basic" tickets are discouraged because they cannot be changed and, in some cases, do not allow carry-on luggage.

- American: Main Cabin + baggage fee
- Delta: Main + baggage fee
- JetBlue: Blue + baggage fee
- Southwest: Wanna Get Away® + EarlyBird Check-in®
- United: Economy (not fully refundable) + baggage fee
- Other airlines: use air fare level most similar to examples above

Unapproved air travel-related expenses are listed below. These are not reimbursable.

- Seat upgrades, outside of upgrading their seating for a fee of less than \$60 in instances of tight layover schedules, facilitating a swift transition to their subsequent flight, or for flights exceeding 3 hours to enjoy additional legroom.
- Overweight baggage fees (unless carrying materials for an event or meeting and with prior approval from the Executive Director).
- In-flight alcoholic beverages.
- Airline club membership dues
- Optional travel or business insurance

Domestic Rail Travel

You should travel coach class on Amtrak unless prior approval is received to travel on the Acela (business class) because time is of the essence.

Lodging

- The Executive Director or another DSF staff member will reserve all accommodations for you.

Ground Transportation

- You may utilize transportation to and from an airport or train station for business reasons via taxi, Uber, Lyft, or similar service.
- Mileage and parking for use of a personal vehicle to travel directly to and from DSF business meetings or events, or to and from an airport or train station for business travel. The authorized mileage rate is established annually by the IRS.
- The cost of local transportation via taxi, Uber, Lyft, or similar service while traveling on business when necessary for the timely conduct of DSF business, not for personal reasons, is permitted.
- The cost of rental cars is not reimbursable. There may be extremely rare instances where a rental car is needed. However, this decision will be made at the discretion of the Executive Director.

Personal Car Use

- Mileage and parking for use of a personal vehicle to travel to and from an airport or train station for business travel is covered.
- The IRS sets the approved mileage rate annually. For the year 2024, it is established at 67 cents per mile, with drivers responsible for covering fuel expenses.
- Parking at the destination hotel of a personal vehicle is covered.
- Any tickets or fines incurred while driving are the driver's responsibility and will not be reimbursed by the organization.

Meals While Traveling on behalf of DSF

- The current per diem travel allowance for food and beverages is set at \$75 per day, per speaker.
- Meal expenses during travel and while attending business meetings or events to cover the cost of breakfast, lunch, dinner, and snacks. DSF does not cover the cost for alcoholic beverages.
- If a meal is supplied to the speaker as part of an event, such as dinner at the conference, it is not considered part of the per diem allowance. However, when attending business meetings or events at which meals or snacks are provided speakers are generally expected to eat what is provided rather than using their per diem for separate food. There will be some exceptions to this general expectation, such as:
 - Food sensitivities or allergies.
 - The speaker may be presenting or networking and unable to take advantage of meals or snacks provided.
 - The speaker may need to arrive or depart during the meal or snack time.

Other Expectations

- As a nonprofit, we should always aim to keep expenses low. DSF requests you take the most cost effective and efficient method of air, rail, or ground transportation.
- When available, it is strongly recommended that you take advantage of the airport shuttle service provided by the hotel, as this helps in cost savings for the organization.
- If the organization is providing a solitary hotel room for you, you are welcome to bring along your family members to share the accommodation. However, upgrading the room or incurring extra charges for additional family members is not permitted.
- Reimbursement requests for travel expenses must be submitted to Jamie (jamie@dravetfoundation.org) along with all relevant receipts within 45 days following the travel date.

Non Reimbursable Expenses

These expenses are not reimbursable:

- Personal care services and items (e.g., haircuts, newspapers, mini bar, in-room movies)
- Expenses related to vacation or personal days while on a business trip
- Personal accident and/or property insurance
- Personal entertainment
- Parking or traffic tickets