

## **RIT Global Deliver Corporation** **Travel Policy**

Travel policies pertaining to RIT Global Delivery Corporation (GDC) approved business travel are summarized below. It is the traveler's responsibility to obtain the necessary authorizations, check the current travel warning and alert lists, and to read and abide by the information contained below or in any travel warnings or travel alerts. Travelers are also advised to read the U.S. Department of State's "[Tips for Traveling Abroad](#)".

All official GDC travel shall be properly authorized, reported, and reimbursed. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by GDC unless otherwise noted in this Policy. It is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in this Policy.

When appropriate, GDC, at its sole discretion, may modify, augment, suspend or revoke any policy, procedure, practice, or statement contained in this document, except required by law.

### **1. Air Travel**

**Designated Travel Agencies** - Make transportation arrangements for air or rail travel and reservations for hotel and car rentals through the Global Programs Specialist, Donika Demiri, as soon as your travel dates and destination are known at [dxdcms@rit.edu](mailto:dxdcms@rit.edu) or phone: (585)475-7113 to coordinate your reservation with the GDC designated travel agency below.

**TZELL Park Avenue**

345 Union Hill Road, Bldg. 2 STE E  
Manalapan, NJ 07726

**585-663-8660**

After hours: 1-877-416-8781

Only economy class, or discounted class airfare, shall be used. Air travel expenses shall be reimbursed based on the most commonly traveled route consistent with the authorized purpose of the trip. You may be eligible for "premium economy" seating, if available, and the cost does not exceed 35% of the standard economy class fare. Premium economy seating may only be considered on international flight segments with a scheduled flight duration that is greater than 6 hours and 30 minutes. Air carrier and route selection will be based on price and efficiency of travel, not airline reward programs.

Any itinerary for extracurricular leisure travel to gateway cities en route to/from your GDC destination must be approved by GDC before finalizing the reservation. Any GDC business travel en-route or while on assignment must also be approved by the applicable GDC budget authority prior to making reservations.

Please contact the Global Programs Specialist to book your travel as far in advance as possible to secure flights with the GDC designated travel agent. While some restrictions or penalties may apply, advance reservations secure the lowest fares. All travel reservations will be booked through GDC's designated travel agent and may not be booked through separate reservation systems by the individual traveler without first receiving written permission from GDC. Such travel booked without pre-approval is considered non-reimbursable (see non-reimbursable expenses below).

The Federal Fly America Act requires those Federal employees and their dependents, consultants, contractors, grantees, and others performing United States Government financed foreign air travel to travel by U.S. flag air carriers. If your travel will be paid by Federal funds, when making your travel arrangements, advise the Global Programs Specialist and/or the designated travel agency to ensure that your flights are in compliance with the Act.

## 2. Reimbursements for Travel Assignments

### a. Travel Assignments 15 days or less

- Taxi and Parking - GDC will reimburse you for taxi service to/from your home to the airport, parking fees at the airport, taxi service from the airport to your lodging, between official business-related appointments, or between hotels and official business-related appointments. Receipts must be obtained and submitted for reimbursement for all such transportation expenses. Tips given for taxi service must be included on the receipt.
- Lodging - GDC will reimburse you for approved lodging expenses at a hotel in close proximity to the GDC global partner university, or other approved lodging facility. You are required to pay for your hotel expenses upon check-out and you will be reimbursed for all approved expenses upon the completion of your travel expense report. GDC will not reimburse for lodging provided directly to the employee at no cost throughout the assignment.
- Meal Per-Diem - GDC uses only a “per diem” method for reimbursement for travel lasting 15 days or less. Generally, meals will be reimbursed at the rate of \$110.00 per day, but this amount will be adjusted for hospitality (any meals provided by the hotel and/or partner university), as well as the time of departure and return. First and last days of travel will be reimbursed at \$82.50 (75% of the per diem rate). If meals are included with a hotel stay or assignment itinerary, per diem will not be allocated.

Basis of Per Diem Calculation	
Breakfast	\$25.00
Lunch	\$29.00
Dinner	\$51.00
Incidentals	\$5.00

- Additional reimbursable expenses:
  - a) Baggage fees up to one bag per flight.
  - b) Hospitality meal or other served food for individuals directly related to the educational or research purpose of the trip. *Must be pre-approved by GDC before expense is incurred.*
  - c) Host/hostess gifts not to exceed \$50 USD. *Must be pre-approved by GDC before expense is incurred.*
  - d) Laundry and/or dry cleaning expenses (trips of seven or more consecutive days).
  - e) Telephone calls, including those calls necessary to obtain transportation and hotel reservations, communicate with the office, and one personal call per day to your family. We encourage you to use free VOIP technology such as WhatsApp, WeChat or other similar services.
  - f) Costs associated with visa application and/or in-country visa extensions required for GDC business.
  - g) Vaccinations required for entry by the local government authority of the travel assignment.
  - h) All other expenses must be pre-approved by your direct supervisor or RIT Global administration.

### b. Travel Assignments More than 15 days

- Taxi and Parking - GDC will reimburse you for taxi service to/from your home to the airport and taxi service from the airport to your lodging upon initial arrival and final departure only. Parking fees will not be reimbursed for travel assignments more than 15 days. Receipts must be obtained

and submitted for reimbursement for all such transportation expenses. Tips given for taxi service must be included on the receipt.

- Lodging – As part of your employment agreement, you may be offered either a flat monthly allowance or you will be placed in suitable lodging provided by the GDC global partner university. You will be personally responsible for the expense and payment of all utilities during your travel as applicable.
- Meal Per-Diem - GDC uses only a “per diem” method for reimbursement. For travel assignments more than 15 days, per-diem will only be provided on your travel dates to/from your assignment location. Generally, meals will be reimbursed at the rate of \$82.50 per travel day.
- Additional reimbursable expenses:
  - a) Cost of shipping or baggage fees up to \$750 USD.
  - b) Hospitality meal or other served food for individuals directly related to the educational or research purpose of the trip. *Must be pre-approved by GDC before expense is incurred.*
  - c) SIM card for local calling capabilities. Only the cost of the SIM card will be reimbursed, monthly service/usage fees will not be reimbursed. We encourage you to use free VOIP technology such as WhatsApp, WeChat or other similar services for both in-country and international calling.
  - d) Costs associated with visa application and/or in-country visa extensions required for GDC business.
  - e) Vaccinations required for entry by the local government authority of the travel assignment.
  - f) All other expenses must be pre-approved by GDC in advance.

c. **Non-reimbursable Expenses**

Unless approved in writing by GDC, travel expenditures that are **not** reimbursable regardless of travel assignment and length of stay include but not limited to:

- a) Additional travel insurance, travel accident insurance or trip cancellation premiums.
- b) Additional expenses associated with the cost of first class or business class airfare.
- c) Cost of passport applications or renewal.
- d) Alcoholic beverages consumed as part of meal or otherwise while traveling on GDC business.
- e) Childcare and babysitting expenses.
- f) Costs for personal medications.
- g) Costs incurred by your failure to cancel transportation or hotel reservations.
- h) Travel reservations paid directly by the individual traveler not pre-approved by GDC.
- i) Costs incurred by your spouse or other dependents traveling with you.
- j) Entertainment expenses, including movies in your hotel room.
- k) International car rental, mileage reimbursement, or gasoline expenses.
- l) Host/hostess gifts, in lieu of meals and lodging, when the cost exceeds what meal and/or lodging expenses would have been.
- m) Monthly phone service/usage fees.
- n) Hairstyling and haircut expenses.
- o) Kennel/boarding expenses for pets.
- p) Magazines or newspaper expenses.
- q) Other expenses not directly related to the business purpose of the travel assignment.
- r) Parking or speeding tickets.
- s) Travel pillows or other travel convenience items.

d. **Process for Reimbursement**

- All receipts should be sent electronically (clear scanned copies) and emailed to Global Program Specialist, Donika Demiri [dxmcms@rit.edu](mailto:dxmcms@rit.edu).
- Receipts must be submitted within 30 days of return.

- Each individual receipt should contain a detailed description of the expense (ex. taxi from home to airport).
  - Tips: It is helpful to the staff and will expedite your reimbursement to organize your receipts by date and clearly explaining the business purpose of each receipt. This can be accomplished by taping receipts to white paper and writing next to each receipt before scanning, or organizing this information by date and receipt in an excel spreadsheet.
- Reimbursement requires completion of PaymentWorks Registration. Please contact Andrea Buscemi [ambrti@rit.edu](mailto:ambrti@rit.edu) if you have not completed this step.

e. **Taxability**

Depending on the duration of your assignment, these reimbursements may be considered taxable income to you and may be reported on your W2. The appropriate RIT policy for your duration of assignment will be identified in your contract and will be considered in calculating your tax equalization or tax gross-up as appropriate.

### 3. Insurance & Emergencies While Traveling

**Please report all emergencies and/or accidents while travelling to the RIT Public Safety Office as soon as possible using the following numbers. Please note you may need to add additional numbers ahead of those listed below to call the U.S. dependent on your location.**

- Emergency: (585) 475-3333
- General: (585) 475-2853
- Text: (585) 205-8333

Brief the Public Safety officer, in detail, about the situation. Make every effort to reach Public Safety by telephone rather than e-mail or text as there are a number of issues that they will want to discuss with you during a crisis. The following information will likely be requested:

1. Name of the individual(s) involved (including your own)
2. RIT affiliation (Please state: GDC employee)
3. Reason for travel (Please state: employment at an RIT international location)
4. Location calling from (country, city, address)
5. How the individual can be reached
6. Situation individual is calling about
7. Action individual needs from RIT

Public Safety will notify RIT officials per internal protocols. Follow directions from responding personnel. During an on-going crisis, keep RIT informed on a regular basis about the evolution of the crisis, until it has passed. Your main contact may be a Public Safety Officer or someone in another department who will take the lead. Advise your in-country partner of the situation.

Please review the [RIT International Traveler Emergency Response Plan](#) for additional guidance for travelers including global campus emergency contacts, how to appropriately respond to an international travel emergency, and access to Crisis 24 Horizon and Chubb emergency travel services.

[Addendum A: RIT Global Emergency Contact List](#) has contact information for all of RIT's global campuses.

- a. **Travel Assistance Program** - GDC employees are covered under a Worldwide Travel Assistance Program managed by RIT Global Risk Management including Crisis24 Horizon and Chubb/AXA. Additional information can be found below as well as additional contact information and benefit details in the [International Traveler Emergency Response Plan](#).

**Security or Medical Services: 24 Hour Hotline – CRISIS 24 Horizon**

RIT has partnered with Crisis24 to keep employees and students informed and secure while traveling abroad on RIT business. For relevant travel alerts and quick access to assistance, be sure to download the Crisis24 Horizon Mobile app from the App Store and register using Single Sign On (SSO) with your RIT credentials. Horizon App Utilities Hotline: Connect with the 24x7 Hotline Center for security or medical assistance via the app or dial +1-443-569-0230 Crisis Signal: Alert the Hotline center that you need assistance but cannot speak out loud. Location services must be enabled. Check-in: Confirm your safety and location if desired. Alerts: Relevant intel based on your settings. The dedicated hotline can be used for emergency assistance with security or medical concerns, and for non-emergency assistance such as a lost or stolen passport, legal referrals and more.

**Worldwide Travel Assistance Vendor Chubb/AXA:** For medical referrals, evacuation, repatriation or other emergency travel services please call: Travel Assistance Program 1-855-327-1425 (Toll-Free) 1-630-694-9802 (Direct Dial) [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us)

**b. Insurance**

GDC employees are covered under GDC's group of insurance policies for activities conducted in the scope of their job responsibilities while traveling overseas. GDC maintains a comprehensive insurance program including coverage for general liability and auto liability claims (bodily injury or property damage to third parties).

If you are involved in an incident that results in a claim while traveling on GDC business, report it to your direct supervisor overseas for communication to RIT GDC as soon as possible.

- i. **Auto Liability Insurance** – GDC discourages employees from renting automobiles outside of the U.S. and Canada. If an auto rental is approved through GDC, automobile liability insurance is normally provided as part of the rental car agreement and should not be purchased. GDC maintains non-owned automobile liability insurance in excess of the amount provided by the automobile rental company for travel within the United States and Canada.
- ii. **Injury or Sickness** - GDC maintains worker's compensation insurance for claims for employees arising from a work-related injury or sickness. This coverage applies to all employees traveling on international business.
  - Communicate incidents to the local administration of GDC's global partner university as soon as possible.
  - Emergency situations occurring overseas should be directed to the appropriate medical facility immediately and reported to the local administration of GDC global partner university, as well as RIT Campus Safety as note above as soon as practical. The worker's compensation plan will cover necessary medical expenses for the work-related injury.
  - Prior to leaving on an international trip it is advisable for you to contact your primary medical insurance carrier to discuss how your personal medical insurance coverage will respond in the event a sickness or injury that arises during travel that is not work related.
- iii. **Loss of or Damage to Personal Property** – GDC has no insurance for loss of, or damage to, luggage or other personal effects during travel. If such damage occurs, seek reimbursement through your personal insurance company.
- iv. **Rental Car Collision Damage Waiver** - Automobile rental companies offer the option of purchasing a collision damage waiver (CDW) for an additional daily cost. The purpose of the waiver is to eliminate the renter's responsibility for payment of car repairs in case of collision damage.

- If approved through GDC to rent a vehicle outside of the U.S., accept any collision damage waiver that is offered.
  - Report all incidents involving a rental car to your immediate supervisor at the GDC global partner university, as well as RIT Public Safety as soon after the accident as practical.
- v. **Travel Accident Insurance** - You are covered by accidental death and dismemberment insurance while away on approved travel for GDC. This does not include commuting between your residence and airport or air travel other than on a charter or commercial aircraft. You will not be reimbursed for the cost of other travel insurance.
- vi. **Trip Cancellation Insurance** - GDC does not carry insurance for expenses associated with trip cancellations. GDC must absorb these expenses. If you purchase trip cancellation insurance, you will be not be reimbursed for the expense.