

## Grant Travel Policies

### **Airline**

- Air travel will be via the most direct and economical means available. Business class travel is not permitted.
- Onsite parking at airports should be in the long term or economy lots

### **Ground Transport**

- In order to receive reimbursement for mileage, grantee must provide a printed copy of Google Maps showing mileage, point of origin, destination and date/s of trip for reimbursement at \$0.40 per mile.
- This mileage allowance covers all auto costs (e.g. gasoline, repairs, insurance, etc.) other than parking
- Grantee assumes the responsibility for all parking and traffic fines

### **Lodging**

- Accommodations must meet with industry accepted business travel standards with reference to comfort, convenience and cost. Holiday Inn, Hampton Inn, Fairfield Inn, and similar overnight accommodations have been set as an acceptable standard for grant recipients
- Personal charges (incidentals) should be placed on a personal credit card. It is the grantees responsibility to cancel hotel reservations within the hotel cancellation policy time frame. Move United will not reimburse hotel "no-show" fees.

### **Meals**

- Any meal along with non-alcoholic beverages, up to a total of \$25 is acceptable, also including a gratuity of up to eighteen (18%) percent of the bill, before sales tax. **Itemized receipts** are required for any meal.

### **Spouse/Family/Care-Assistant Travel**

- Travel expenses for a spouse or other family members are not reimbursable as an individual grant expense. However, a spouse or other family member may share accommodations as long as there is no additional cost to Move United as a result
- Travel expenses for a care-assistant or VI guide may be reimbursable but must be pre-approved as part of the grant.

### **Non-reimbursable expenses**

Include, but are not limited to: **alcoholic beverages**, airline club dues, rental car club membership fees, airline upgrades, in-room movies, fines for traffic violations, insurance on life or personal property while traveling, purchase of clothing and/or other personal items, expenses for family, child, pet, home and property care while on a trip.