

Move United Travel Policies

Airline

1. Air travel will be via the most direct and economical means available. Business class travel is not permitted.
2. Air travel will be booked at least 2 weeks prior to travel. Exceptions must be pre-approved by Move United.
3. Onsite parking at airports should be in the long term or economy lots.
4. If the reimbursable mileage amount exceeds the equivalent cost of coach airfare, the reimbursement will be based on coach airfare.

Ground Transport

1. In order to receive reimbursement for mileage, grantee must provide a reference to Google Maps showing mileage, point of origin, destination and date/s of trip for reimbursement at current federal rate.
2. This mileage allowance covers all auto costs (e.g. gasoline, repairs, insurance, etc.) other than parking
3. Grantee assumes responsibility for all parking and traffic fines

Lodging

1. 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 (non-luxury) have been set as an acceptable standard.
2. Personal charges (incidentals) should be placed on a personal credit card.
3. Hotel reservations should be cancelled 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, including a gratuity of up to eighteen (18%) percent of the bill, before sales tax. Itemized receipts are required for any meal.

If Move United chooses, they may provide a per diem of \$50/day versus reimbursement for individual meals.

Spouse/Family/Care-Assistant Travel

1. Travel expenses for a spouse or other family members are not reimbursable. A spouse or other family member may share accommodations as long as there is no additional cost to Move United as a result (i.e. rooms may not be upgraded to suites or larger accommodations to allow other family members).
2. Travel expenses for a legal guardian, care-assistant or guide may be reimbursable but must be pre-approved.

Non-reimbursable Expenses

Examples 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, trip insurance, purchase of clothing and/or other personal items, utilities, expenses for family, child, pet, home and property care while on a trip.