

Staff Travel Expense Policy

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1.0 Introduction

The Internet Society (Society or Organization) is a global non-profit organization with a mission of enhancing the Internet for Everyone, Everywhere. Our primary source of funding comes directly from users of the Internet. It is the responsibility of Staff who travel on behalf of the Internet Society to view the money needed for expenditures while traveling as precious, limited resources. To that end, the Internet Society has created this policy governing spending and reimbursement related to Travel and Entertainment expenses (T&E expenses).

To ensure all expenditures for business travel are made only for reasonable and necessary expenses incurred in pursuing the Organization's planned business objectives, this policy and guidance is put forth for all Staff, which is defined as all Society employees, whether full-time or part-time, contractors, consultants, advisors, temporary help and interns. This Policy may be amended at any time by the Organization.

2.0 Core Principles

The core principles of traveling for Internet Society business includes:

1. Choices made for expenditure should be done to provide the utmost safety to our staff.
2. Maintaining our fiduciary and social responsibility to the users of the Internet who fund our work.
3. Expenses should be reasonable and appropriate for a global Non-Profit organization and should not embarrass the Organization in appearance or in fact.
4. Expenditures should not contradict or violate any of the Organization's other policies or mission/value statements; including our Code of Ethics and Business Conduct and the Way of Working Standards.
5. Expenses should have a clear business purpose and be directly related to the goals or operating the business of our Organization.

6. Expenses incurred for a business purpose should not be driven by personal enrichment (monetarily, loyalty points, etc.), either in appearance or in fact.
7. All expenditures must be within the Internet Society budget.
8. Expenditures must comply with all applicable laws.

Internet Society will provide payment and reimbursement of Staff expenses according to this policy for appropriate and necessary out-of-pocket business expenses incurred in direct connection with Organization travel. Staff should exercise their best good judgment that supports the Organization's objectives and this policy. It is not the intention of the Organization to enrich any staff member through travel related expenses, nor is it intended to put a burden on a staff member when traveling. If there is any doubt in whether an expense purchase should be made, contact your manager or Executive Team member and ask before making the purchase.

3.0 Specifics

Specifics:

- A. Seek and obtain documented approval for your travel from your budgetary manager / executive.
- B. Reasonable expenses for meals are allowed. Reasonable expenses for alcoholic beverages, prudent in both quality and quantity, are allowed during meals, subject to social, cultural and religious customs. Such expenses should adhere to Core Principle #3.
- C. Exercise sound judgment when evaluating any expense category not specifically addressed in this document. When in doubt, ask your manager or Exec Team Member.
- D. Primarily, utilize coach and economy fares for air travel. Business or first class is allowed on long-distance trains or ferries.
- E. If your travel is over four (4) hours one way, utilize economy plus or enhanced economy seating if available.
- F. If your travel is over nine (9) hours in one leg, or 12 hours total one way, work with your budget manager / Executive to discuss, document and seek approval for the use of Travel Relief Fares (noted below).
- G. Submit expense reports in a timely manner after your travel, but no later than 30 days after the travel.
- H. If you have any questions or need clarification, please seek the answers before making an expenditure.

- I. Utilize this policy for all travel and entertainment expenditures, including gatherings, socials, meetings with people outside of ISOC staff, receptions and events (i.e. Staff Meetings, Kick-Offs or Retreats, ISOC@ICANN, ISOC@IETF, hosted gatherings at non-ISOC events and the like).
- J. Rationalize the impact of the travel on the goals of the organization based on the expense to the Organization, the impact on your personal health and safety, and the time devoted to the travel. If you cannot rationalize the trip or expenditures, please reconsider the request to go or spend that money.
- K. In your expense reports, provide all applicable information in the memo field, including what the expenditure is for and who attended as well as attaching a copy of the approval for the overall trip /expenditure.
- L. If renting a car outside of the United States, Loss Damage Waiver (LDW) and Collision Damage Waiver (CDW) should be accepted. If in the US, decline the coverages as we are covered by a corporate policy through Federal Insurance Company (policy no. 7356-66-01).
- M. Business travel (not commuting to and from an ISOC office) using your personal vehicle will be reimbursed at the prevailing rate per mile in your country of residence (Please check with Finance for the current rate). Charges for bridges, highway tolls, ferries, parking, etc., incurred when using a personal car for business purposes may be expensed/reimbursed as well. Expense reports should include dates and purpose of travel, locations traveled to and from, and mileage.
- N. While traveling, Internet Society will reimburse for calls itemized by the staffer and submitted with a copy of the mobile phone bill.
- O. Internet Society will reimburse staffers for a reasonable mobile data plan for use while traveling outside of their home country.
- P. Reasonable Internet connectivity while traveling on ISOC business may be expensed, including in hotels, on aircraft or in airports.
- Q. Enjoy the company of your colleagues when opportunity presents, but alcohol expenses outside of meals (see point B above) are not reimbursable, including mini-bar charges, pre- and post-meal gatherings and other non-meal instances outside of those defined in point I above.
- R. Airline club memberships and lounge usage are not reimbursable.
- S. Staff members may not voluntarily get “bumped” from a flight for cash or cash equivalent incentives.
- T. In-room movies are not reimbursable and should not be expensed to ISOC.
- U. Laundry and dry cleaning are reimbursable, if the Staffer has been traveling on Internet Society business for longer than six (6) consecutive nights.
- V. Most senior staff member should pick up the check.

4.0 Travel Relief Fares

In addition to the core principles of this Travel and Expense Policy, our Relief Travel Fare Policy principles include:

1. Provide relief for staff members traveling frequently and extensively, within the provisions of ISOC's current staff Travel Policy.
2. Executive Management Team may approve relief travel arrangements of staff members who travel frequently or for lengthy periods on behalf of ISOC.
3. A "relief fare" specifically means the purchase of a business (or higher than enhanced economy) class fare for staff transportation (including airline, rail, ferry, etc.)

The budget manager/executive will be conservative in approving relief fares and take into account overall travel patterns and other ways to start working rested at destination and return. The budget manager/executive over your budget may decline to approve relief fare requests at their discretion.

5.0 Allowances for Air- Travel and Expense Fares

Time and Distance – Under normal circumstances, the time dedicated to a single trip or the amount of travel in a given period should be used to determine the applicability of additional travel allowances. As a standard guideline for seeking approval of Relief Travel Fare Allowances, the traveler's schedule should meet at least two of these three criteria:

1. The travel schedule includes a single flight taking more than 9 hours or a total one-way trip duration of more than 12 hours from the traveler's home port or another business location.
2. The ISOC Staff Member is required to substantively represent ISOC on the day of arrival.
3. The traveler has a combined travel schedule spanning more than eight (8) days, incorporating one or more business agendas.

Any expenditure under the Relief Travel Fare policy must have prior written approval, including costs and reasoning, by the Executive Team Member over the traveler's department. This approval must be attached to the expenditure when submitted through Nexonia.

Methods of Upgrade – There are several methods to obtain air travel upgrades to accomplish relief when traveling with the goal to minimize impact on ISOC's budget:

- Primary and Preferred Methodology: Purchase of an upgradable economy fare and use traveler miles to seek an upgrade to business class seat. In this case, ISOC will pay for the upgradable economy fare and/or co-pays.
- Secondary and Method of Last Resort: Purchase of a business class fare. ISOC will pay for Business Class Fares when there is no verified opportunity to purchase an upgradeable fare and utilize miles. This method needs approval by the Executive Team member over the budget of the traveler BEFORE purchase.

Early Arrival Hotel Relief – For a staff member traveling overnight, arriving before normal hotel check-in time, and required to substantively represent ISOC on the day of arrival, guaranteed early hotel check-in arrangements (which generally results in an extra night's charge) may be allowed.

Broad Attendance Staff Travel – For major event(s) where broad staff attendance is necessary, ISOC may suspend application of these relief travel allowances at the discretion of the CEO and/or Executive Team.

The Chief Executive Officer may suspend use of the Travel Relief Fare and Expenses policy at any time. Also, based on budgetary availability in individual department or programme budgets, Executive Team Members may also suspend use of this policy in their team, programme or project travel based on the core principle above that the expenditure must be within approved budget.

Your budget manager / executive and the Finance Department has the right to review and decline reimbursement or approval of payment for individual expenses in the event the expenses are not compliant with this Policy.

The CEO and the Executives of the Organization may suspend any or all aspects of this policy as may be necessary for reasons at their discretion, including (but not limited to) budgetary, safety, or compliance concerns.