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5 **DMTF Travel Policy**

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Introduction

39 This document defines the DMTF Travel Policy. This policy is for the reimbursement by the DMTF for
40 travel that members or officers may incur as part of their travel on the behalf of the DMTF.

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42 1 DMTF Travel Policy

43 As a general policy, the DMTF does not compensate members for their travel. The DMTF Board of
44 Directors believes that from time to time requests will be made to provide travel expense re-imbursment
45 for members who can not get the funds to support DMTF related travel from their employer or member
46 organization. We therefore believe it is important to clarify the DMTF policy in advance so that members
47 have a clear understanding of our policies and procedures regarding these requests. It is important that
48 the DMTF as a non-profit is funded almost entirely by member contributions via dues and other
49 associated fees. It is the responsibility of the DMTF Board to oversee and properly dispense these funds
50 for the overall good of the all of the members.

51 We realize that extreme circumstances may arise when a DMTF member who is employed by a members
52 company, will be require to travel and be critically needed to support a particular DMTF event. We also
53 realize that under certain circumstances that DMTF member may not be able to get support for re-
54 imbursement for travel expenses form their employer or member organization.

55 The DMTF assumes no liability for those approved to travel. The approved person is also assumed to
56 have latitude to make travel arrangements with their own company resources/agency or industry-at-large
57 services; none will be provided by the DMTF.

58 This policy is for those individuals that have exhausted all normal channels for funding from their
59 employer or members organization and their presence is essential at a DMTF event. Those individuals
60 should make a request stating the purpose and nature of the travel and the benefit to the DMTF and must
61 show proof of denial for travel funds through their normal channels prior to applying for travel expense re-
62 imbursement from the DMTF.

63 From our current Bylaws:

64 "4.18 Compensation.

65 *Directors and members of committees may receive reimbursements of expenses in accordance with*
66 *policies or resolutions adopted by the Board of Directors. Directors and members of committees shall not*
67 *otherwise be compensated for services."*

68 1.1 Travel Policy Details:

69 All travel approval must be done with either 100 percent affirmative vote of DMTF Executive Committee
70 or by normal DMTF Board voting procedures. If at all possible, the request should be approved by the
71 DMTF Board. Only in the case of timing considerations, and if the estimated expenses are within the
72 Executive Committee's authorization limit, should the vote take place at the Executive Committee. An
73 estimate of travel expenses must be provided prior to any vote.

74 DMTF Travel guidelines to be followed:

- 75 1. Air travel is coach, with pre-approval of price of ticket
- 76 2. Rental car is no larger than intermediate; if rental car not needed, then shuttle - no limo or
77 individual taxi (for long distances)
- 78 3. Number of days travel dictated as 1 day before the individual is needed and 1 day past the day
79 the individual is needed; specific to covering room nights, meals, number rental car days
- 80 4. Meals not to exceed \$50/day. Any day the event is providing a meal, no meal allowance for that
81 meal
- 82 5. No expenses related to entertainment will be reimbursed by the DMTF.
- 83 6. Phone and Internet charges not to exceed \$20/day
- 84 7. DMTF to select hotel and pre-approve
- 85 8. All expenses filed with receipts within 30 days for reimbursement
- 86 9. An annual report highlighting details regarding individual travel details, purpose, and destination
87 will be given to the Board of Directors during the month of April by the VP of Finance for any such
88 travel expenses incurred during the previous fiscal year.

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**ANNEX A
(informative)**

Change Log

Version	Date	Description
1.0.0	06/2009	Initial Version
1.0.1	8/2009	Change to DSP Format

