

STAFF TRAVEL POLICY

Finance – Global Travel Solutions
Policy Type – Functional

[Version 4.0]

[Approval Date: 6 October 2023]

1.0 Table of Contents

1	Policy Statement	4
2	Policy Purpose	4
3	Policy Scope.....	5
4	Policy Standards	5
1.	Right to Refuse Travel.....	5
2.	Travel Safety, and Emergency Support & Response Services	5
3.	Disability, Pregnancy, and Breastfeeding Travel Accommodations	6
4.	Personal Travel Add-On	6
5.	Leisure Travel.....	6
6.	Travel Restrictions.....	7
7.	Multiple Travelers on Same Flight	7
8.	Immigration Services	7
9.	Short Term Business Traveller Program.....	Error! Bookmark not defined.
10.	Pre-Trip Approval	7
11.	Inbound travel to China.....	7
12.	Making Travel Plans	7
13.	Group Meetings.....	8
14.	Companion Travel.....	8
15.	Approvals for Exceptions to the Policy.....	8
16.	Air Travel.....	8
17.	Hotels	9
18.	Taxis and Other Local Transportation.....	9
19.	Personal Car Usage	10
20.	Chauffer Driven Ground Transportation.....	10
21.	Car Rental	10
22.	Rail Travel	11
23.	Alcohol	11
24.	Gifts & Entertainment Policy	11
25.	Purchasing Travel.....	11
26.	Permitted Business-Related Travel Expenses	11
27.	Visa and Passport Service	12
28.	Daily Meal Cap	13
29.	Exceptions.....	13

30.	Sustainability	13
5	Additional / Related Information	13
1.	Business Travel Insurance	Error! Bookmark not defined.
2.	Travel Restrictions.....	13
3.	Global Travel and Safety Advice.....	14
4.	Preferred Supplier List	14
5.	SPS Global Travel Risk Categories and Ratings	14
6.	Business Expense Policy.....	14
7.	Corporate Credit Card Policy.....	14
6	Revision History	14

STAFF TRAVEL POLICY

Finance – Global Travel Solutions

Policy Owner:	Scott Andrews, Senior Director
Policy Approver:	Steven Hendry, Chief Financial Officer
Category:	Functional
Approval Date:	6 October 2023

This Policy has been developed and will be maintained in accordance with the CFA Institute [Policy Framework](#) and aligns with the [Enterprise Risk Appetite](#). [Policy Exceptions](#) will be granted in accordance with the Policy Framework. Compliance with this Policy will be monitored. Failure to adhere to the policy may result in disciplinary action.

1 Policy Statement

Due to the ever-changing environment in travel, as well as external factors beyond the organization's control, this policy will be reviewed periodically and is subject to be updated on short notice. Travelers must refamiliarize themselves with this policy in advance of travel planning.

2 Policy Purpose

Law/Regulation Name:

Duty of Care

Duty of Care refers to the moral and legal obligations of employers to their employees, contractors, and volunteers in maintaining their well-being, security and safety when working, posted on international assignments or working in remote areas of their home country.

Accountable Plan and Generally Accepted Accounting Principles (GAAP)

The expense report process is designed to meet the US Internal Revenue Code definition of an "Accountable Plan", under which: employee advances and expenditures must meet the following rules:

- Employees pay or incur business expenses while performing services as a company employee.
- All expenses are to be substantiated to the company by the 15th of the month following the charge, as shown in the [Business Expense Policy](#).

GAAP tax and legal regulations all require that the expenses related to an employee's activities or events be recorded on the relevant office's books and records. This ensures that the expenses of the office are not understated and are accurately reported in the period they were incurred.

Business Risk Description:

This policy contains information intended to reduce risk of harm to CFA Institute business travelers and ensure the best value is obtained for CFA Institute by providing information and resources required to conduct CFA Institute business travel in a well-informed, fiscally responsible, and safe manner.

Failure to follow established processes and protocols for planning, purchasing, and reporting travel expenses could lead to inefficient processes and inadequate controls, inaccurate or noncompliant financial and tax reporting, loss of value and incomplete or inaccurate information supporting business decisions.

All employees are responsible for evaluating every trip to ensure risk is understood and the expense is justified and approved by their People Leader and Managing Director prior to making a purchase. It is the responsibility of the People Leader and the Managing Director to ensure employees are adhering to and accountable to the policies and procedures.

This policy and associated procedures are also provided for the protection of employees.

Other (Please List):

Policy relation to Division/Dept/Function: (How is it related?)

3 Policy Scope

[Please check the appropriate box(es).]

Area:

Global Americas APAC EMEA

Office/Country (Please List): _____

Personnel Type:

Employees Contingent Workers Volunteers

Board Members Other (Please List): _____

Division/Dept/Function: _____

The guidelines and procedures identified throughout the remainder of the document are supplemented by addendums for non-staff, board members, Leadership Team, Managing Directors, and PC Chairs that address any differences due to governing legislature or items that are unique to each group. Please refer to your referenced addendum for your specific requirements.

4 Policy Standards

1. Right to Refuse Travel

No traveler will be pressured into, or required to, travel to destinations where there are heightened health or safety risks, or concerns for the traveler's personal safety or their ability to work in an environment free from harassment or discrimination, in accordance with our Global Policy Against Harassment, Discrimination, Bullying, Workplace Violence, and Retaliation. More information can be found in our Code of Conduct.

In addition, travelers may refuse to use travel service providers, such as airlines and hotels, whose safety and security practices are perceived to be inadequate.

2. Travel Safety, and Emergency Support & Response Services

CFA Institute has partnered with SPS Global to support the travel safety, well-being, and emergency response needs of our business travelers.

All CFA Institute business travelers are required to download the SPS Global 'Safeture' mobile device app. Just click this [link](#) to access instructions on downloading the Safeture mobile app. Once travelers have

downloaded the app, they will also gain access to the Safeture travel safety and health portal that can be accessed from your desktop.

All travelers will receive a CFA Institute – branded Safeture travel advisory email each time travel plans are confirmed with our Travel Management Company and if traveler is at risk of threat exposure. The advisory will provide destination country travel safety and health information, travel preparedness guidance, and instructions on uploading the SPS Global Safeture mobile app and accessing the SPS Global travel safety and health portal. These platforms can be used to check on the travel risk environment and in-country risk mitigation measures for the country of your destination.

At any stage during your travel, should you need support, assistance or advice, please contact the SPS Global 24/7 Security and Medical Advice and Support team via the app or by calling +1 202- 798-0048.

3. Disability, Pregnancy, and Breastfeeding Travel Accommodations

CFA Institute is committed to ensuring all of its employees have a safe and inclusive working environment and equal opportunities to perform in their roles. In furtherance of this commitment, our organization provides reasonable accommodations for qualified individuals in accordance with applicable laws.

Employees who travel may request exceptions to standard travel arrangements due to medical or disability reasons. Please refer to [Section 202 of the Employee Handbook](#) for additional information and guidance.

Employees travelling with a feeding infant at home are eligible for:

- Fees associated with excess baggage for lactation express equipment.
- Sleeping room upgrade to include kitchenette facilities.
- Costs associated with rental pumping and sterilization equipment.
- Costs associated with shipping of breast milk.

Employees traveling with an infant up to 24 months are eligible for:

- Flexibility on selecting flight schedule.
- Sleeping room upgrade to accommodate 2nd parent/companion traveler and to include kitchenette facilities.

As a reminder, the primary traveler must cover the companion flight costs and other ground expenses for additional travelers.

To request an accommodation for travel, please contact [Employee Relations](#).

4. Personal Travel Add-On

Travelers can add on up to 14 days personal travel to business travel, at their own expense, and receive BTA (Business Travel insurance) coverage for urgent or emergent medical attention. SPS Global emergency support services for personal travel and companions are available. Costs associated with personal travel, or companion travel, emergency support are the responsibility of the CFA Institute business traveler and are not an authorized charge on a Company credit card.

CFA Institute is not responsible for losses that occur during personal travel periods. It is recommended travelers and companions verify they have appropriate personal property and medical insurance coverage for travel not associated with CFA Institute business travel.

5. Leisure Travel

The Travel Management Company is configured to support CFA Institute Business Travel only. Employees must use alternative providers to plan their leisure travel.

6. Travel Restrictions

The Travel Solutions department will impose restrictions on destinations deemed high or extreme risk. There are no exceptions to this policy. See below for Additional / Related Resources.

7. Multiple Travelers on Same Flight

There are no limits to the number of staff members on the same flight. It is recommended the Leadership Team limit numbers to 2 per flight as well as key personnel in critical roles.

8. Immigration Services

Travelers must understand entry requirements for international travel by planning in advance and ensuring their passport is current and valid for at least 6 months in advance of travel. Traveler must ensure all required entry documents are secured prior to date of travel. Our Travel Management Company can provide guidance on necessary business visas and other entry requirements.

9. Pre-Trip Approval

All transient travel and group travel must be approved prior to committing to and purchasing travel. It is important to discuss any travel plans with your People Leader and budget holder before making arrangements, to ensure that your plans support the organization's travel philosophy. Travel arrangements will be directed to the traveler's Managing Director for approval (via our Travel Management Company) before they can be completed. Travelers are expected to review destination entry requirements and agree to follow all government restrictions for both the entry and departing destinations.

All non-staff must have a Non-Staff Travel Form submitted by their internal contact. Please refer to [Addendum A – Non-Staff](#) for pre-trip approval for Non-Staff.

Enquiries for pricing purposes may be made in advance of making travel plans, but tickets will not be issued without the completion of the approval process.

10. Inbound travel to China

- Pre-travel approval is required for all China staff travel; detailed travel plan and budget info to be provided on the "China Staff Pre-Trip Approval Form" when seeking approval.
- For travel to mainland China destinations, China Country Head's approval is required prior to ticketing.
- For travel to destinations outside of mainland China, MD's approval is required prior to ticketing.
- Pre-travel approval is required for all China non-staff travel, detailed travel plan and budget info to be provided in the "China Non-Staff Pre-Trip Approval Form" when seeking approval. China Country Head's approval is required prior to ticketing.

11. Making Travel Plans

Travelers are required to use the approved travel management company of CFA Institute. See section 5.0 for Additional / Related Resources.

The online travel booking tool is required for all round-trip, domestic, and international airfare or rail, Hotel, Car Rentals, and Car Service bookings. Multi-stop city trips must be booked with a travel agent / counselor. All Non-Staff should book with a travel agent / counselor. See Addendum A for further guidance on Non-Staff bookings.

All air, hotel, and ground arrangements must be made at least 21 days in advance of the travel date to obtain competitive rates and reasonable schedule availability. This applies for both transient and group travel.

12. Group Meetings

Please reference the Event Solutions policy for guidance on group meetings.

13. Companion Travel

Staff and Non-Staff travelers are permitted to have companions accompany them on CFA Institute business trips, when appropriate. Pre-notification of the intent to bring a companion must be approved by the traveler's direct People Leader or sponsoring business unit. Any expenses incurred by a companion, incidental or otherwise, are the responsibility of that individual, and not of CFA Institute. Prior to travel, staff should confirm if companions are invited to participate in any of the pre-arranged group activities.

14. Approvals for Exceptions to the Policy

Should a deviation from the travel policy be necessary, traveler must obtain approval in writing from both travelhelpdesk@cfainstitute.org and their Managing Director. Approvals must be submitted to the Travel Management Company prior to making any bookings. Scenarios not explicitly covered in the policy should be considered "out of policy." In such cases, pre-approvals are required.

15. Air Travel

All air bookings must be made through the TMC. All Staff bookings must be made through the online booking tool unless it is a multi-stop trip. If the trip includes multiple stops within the same itinerary, air bookings should be made with a travel agent / counsellor. Non-Staff bookings must be made with a travel agent / counselor. Travelers must travel in the applicable class of service and select the lowest available restricted but changeable fare, rather than the fully refundable fare. **“Route” is defined as all segments combined for the trip.**

- The most direct (i.e., shortest offered) and economical route should always be selected for air travel. Travelers should select the itinerary with the lowest logical fare for the purpose of travel, including the use of Preferred Airlines.
- Economy class should be purchased for routes less than 5 hours.
- Premium Economy class may be purchased for routes between 5 hours and 7.5 hours. Where Premium Economy is not available, travelers may select a seat upgrade within the economy class; for example: an “extra leg room” seat.
- Business class is allowable to be purchased for routes greater than 7.5 hours.
- The lowest logical fare is described as the lowest allowable airfare with the fewest stops for the applicable class of service. A reason for not selecting the lowest-logical fare must be provided by the traveler.
- The use of CFA Institute's Preferred Airline Carriers should be selected when available. A reason must be provided when Preferred Airlines were offered but not accepted and reviewed.
- Exceptions are permitted if the use of a preferred airline is clearly inconvenient or unfeasible for the traveler. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made, and no contribution recorded, on behalf of the employee for the business use of personal frequent flyer credits.
- Low-cost carriers (direct connect) are authorized for flights costing under \$750 USD equivalent. These flights are instant purchase do not allow refunds or changes, so itineraries should be reviewed with your People Leader prior to purchasing. If the booking is not approved by the Managing Director, the cost of the flight will not be refunded.
- The cost of cancelling and/or rebooking of flights is not reimbursable unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date, or traveler sickness).

16. Hotels

All hotel bookings/reservations must be made through the TMC. All bookings must be made through the online booking tool unless it is a multi-stop trip. If the trip includes multiple stops within the same itinerary, hotel reservations should be made with a travel agent / counsellor.

CFA Institute has negotiated preferred room rates with hotel partners in each city where we have offices. Travelers must select these hotels in those locations, provided the location is appropriate to business needs.

As an exception, staff may select other properties in the office city when:

- The CFA Institute corporate rate is not available due to peak periods or blackout periods. In this instance, travelers should seek a reasonable alternative with comparable rates not exceeding that city's rate cap (provided below.).
- The primary purpose of travel is not related to in-office collaboration.
- Please follow the Hotel Rate Cap guidance below when selecting properties other than the preferred suppliers. Amounts in excess of these guidelines may be permissible based upon circumstances such as room availability, required last minute business travel, and other factors that must be detailed in the traveler's business expense report and must follow the exception approval process. Hotel Rate Cap is pre applicable taxes and service fees.
- In all other cities, the city cap is a standard USD 500. Any hotel bookings exceeding USD 500 will need authorization prior to booking.

Office Location	Hotel Rate Cap	Office Location	Hotel Rate Cap
Charlottesville	USD 252	Mumbai	INR 18,250
New York	USD 450	Shanghai	CNY 2,300
Washington	USD 392	Abu Dhabi	AED 1,205
Beijing	CNY 1,505	Brussels	EUR 250
Hong Kong	HKD 3, 500	London	GBP 400

- Non-refundable hotel bookings are not authorized. If a non-refundable hotel is required, contact the Travel Help Desk.
- A standard room, or its equivalent, is appropriate.
- For stays of 6 days or more, an extended stay property such as a serviced apartment / aparthotel should be used.
- Travelers are responsible for reviewing and adhering to hotel cancellation policies at the time of booking. No-show or late cancellation charges are the responsibility of the traveler, unless an approved exception, meeting changes or illness.
- In case of a cancellation, travelers are responsible for working with the Travel Management Company or their meeting organizer to cancel the hotel booking. A cancellation confirmation number should be recorded in case of billing disputes.
- Travelers will be held responsible and will not be reimbursed for "no-show" charges unless there is sufficient proof that the billing is in error or circumstances were beyond the traveler's control. This must be evidenced by attaching the proof to the expense report. This includes attendance at a Meeting or Event where the reservation has been made by a Meeting Organizer.
- Use of overnight shared economies such as Airbnb is not permitted when traveling on behalf of CFA Institute as use of these providers poses several risks to travelers.

17. Taxis and Other Local Transportation

CFA Institute will reimburse reasonable cost of ground transportation services to and from places of business, hotels, airports, or rail stations in connection with business activities.

This includes public transport, taxis, airport shuttle, hotel vans and ride-sharing services such as Uber or Lyft. Travelers should consider personal safety before deciding to use ride-sharing services and choose the safest reasonable option in their destination.

If you are in an unfamiliar location, please assess your personal safety before deciding to walk.

18. Personal Car Usage

CFA Institute will reimburse personal automobile mileage provided it is the most efficient or cost-effective means of transportation available for the required business purpose and destination. If the expense to CFA Institute will be greater by reimbursing the traveler for mileage, then air travel, rail travel, or a rental car should be utilized. Personal mileage reimbursements are made via the Expense Reporting System.

It is the owner's responsibility to carry adequate insurance coverage. By using their personal vehicle for CFA Institute business, the traveler accepts all responsibility for collision and comprehensive insurance coverage.

19. Chauffeur Driven Ground Transportation

Travelers may choose to use sedan service when taking an international trip to reduce the number of connections when local airports cannot provide direct flights to your destination. This option is also particularly economical when several staff members are traveling together to the same destination.

Car service should be booked through the agency (where available) and with the preferred supplier. See section 5.0 for Additional / Related Resources.

20. Car Rental

CFA Institute has negotiated preferred rates with car rental suppliers. See below for Additional / Related Resources.

An intermediate and/or midsize car must be booked unless multiple travelers are sharing a car, in which case a larger vehicle may be booked.

For travel within the United States:

- Optional Collision Damage and Liability car insurance should be declined.
- Collision and other physical damage coverage for rental cars is included in the CFA Institute insurance policy, and automatically covers cars rented for use by staff while traveling on official CFA Institute business.
- Purchase of additional damage or liability insurance for official staff travel within the U.S. will not be reimbursed.

Should an accident occur, it is the traveler's responsibility to:

- Report the accident to local authorities, as required.
- Seek medical help for injured parties.
- Do not admit fault.
- Obtain driver and insurance information from other parties.
- Take pictures of affected vehicles/scene.
- Report the accident to the rental car company. They will provide instructions on what to do with the vehicle regardless of whether it can or cannot be driven.
- Complete the car rental agency's accident report and obtain a copy.
- Contact the CFA designated team to report the accident and for further instructions.

For travel outside the United States:

- Optional collision/damage and liability insurance should be accepted and will be reimbursed for staff travel.
- The traveler is responsible for maintaining adequate personal automobile insurance coverage.

21. Rail Travel

All Rail reservations must be purchased through the company designated agency or OBT (where available). All travelers are eligible to book business class rail travel regardless of travel distance or time.

22. Alcohol

Staff travelers are responsible for their choice and behavior regarding the consumption of alcohol when conducting business on behalf of CFA Institute. For those adults who choose to drink, they should do so responsibly and only in moderation. Please refer to the Drug and Alcohol use section of the [Code of Conduct](#) for the full policy.

23. Gifts & Entertainment Policy

Travelers must understand and adhere to the CFA Institute [Gifts & Entertainment Policy](#) while conducting business on behalf of the organization. The policy was developed to help employees and other associates make the right decisions when giving and receiving gifts and entertainment.

24. Purchasing Travel

Corporate credit cards are the preferred method for purchasing business travel and other business travel related expenses. Use of the corporate credit card must be in compliance with the [Corporate Credit Card Policy](#) and [Business Expense Policy](#). Corporate credit card holders are not permitted to use their personal credit cards for business travel. Staff without a corporate credit card, as well as Non-Staff, must use the Corporate Travel Account (CTA) lodged with the Travel Management Company for air travel bookings and the Virtual Travel Card (VTC) option for overnight accommodations where applicable (only available in the US and UK). For additional guidance on Non-Staff payment for travel expenses, please refer to [Addendum A – Non-Staff](#).

25. Permitted Business-Related Travel Expenses

The company will pay for reasonable, appropriately documented and properly authorized business travel and entertainment expenses. Employees must provide documentation to the company including detailed records that establish time, place, amount, and business purpose of the expense.

All employees are expected to submit expense reports for all business expenses incurred via company corporate credit card and reimbursable out of pocket expenses through CFA Institute's expense management system.

Expense reports are to be submitted at least monthly and no later than the 15th of the month following when the travel related expense was incurred. Detailed merchant receipts must accompany the report and expenses incurred must be in compliance with this policy.

Authorized reviewers and approvers of expense reports have the responsibility of determining the validity of the expense, correctness of expense coding, ensuring appropriate documentation and notes are included, and to seek and obtain/attach any additional information required to substantiate the expense; especially when the charge appears excessive or unusual. Approvers are also responsible for ensuring employees are adhering to the defined policies and procedures. Expense reports are to be reviewed and approved or returned for clarification within seven business days of submission.

Accounts Payable is responsible for auditing the expense reports following management approval. If appropriate documentation for allowable expenses is not submitted to substantiate a transaction, the expense report will be returned for correction and resubmission. If the company pays for an expense paid by a corporate credit card, which does not satisfy policy requirements, the amount will be deducted from the next available payroll, as allowed by law. Employees will be notified before action is taken.

If an expense is not noted below, it is considered unauthorized and should not be included in the traveler's expense report or reimbursement request. Personal expenses should not be purchased using the CFA Institute corporate credit card. Requests for exceptions should be sent to travelhelpdesk@cfainstitute.org and accountspayable@cfainstitute.org.

- Flights, when booked through an authorized travel management company of CFA Institute
 - In-flight meals
 - Baggage fees for business travel purposes
 - Fees associated with confirming seats as required by airlines.
 - In-flight Wi-Fi fees for business purposes
- Rail service, when booked through an authorized travel management company of CFA Institute
- Overnight accommodation, including taxes, when booked through an authorized travel management company of CFA Institute
- Cost of vaccinations for travelers when recommended by [government health organizations](#)
- Passport and Visa expenses for business travel purposes
- Trusted Traveler Programs for expedited entry
- Cash advance fees
- Currency conversion fees
- Ground transportation
- Rental cars including gasoline (except when claiming mileage).
- Parking and tolls
- Personal automobile mileage expenses for travel to and from points of departure such as airports and train stations, reimbursed at the annual standard published rate, available in Concur. Mileage allowance includes cost of gasoline.
- Access for Internet and wireless access points for business related purposes
- Use of business center facilities for business-related purposes
- Overnight delivery/postage for business related purposes
- Phone calls during international business travel
 - ✓ Corporate issued mobile phones: Coordinate with IT department to activate appropriate calling plans or determine if there is a loaner phone available for use.
 - ✓ Temporary international calling plan cost: where traveler does not have a business phone, it is recommended the traveler arrange for temporary international travel calling and instant messaging packages to a personal mobile plan. This addition should only include the countries visited during business travel (including airport layovers).
- Membership dues for airline lounge access
 - Eligible frequent staff travelers (those who fly 6 or more times per year for business) may choose from a carrier specific lounge program or an independent airport lounge program with People Leader approval. As a reminder, the cost of the lounge membership is charged to the traveler's department and must be purchased with the traveler's corporate credit card.
- Business meals and incidental expenses related to the conduct of organization business (as noted in Daily Meal Cap)
- Reasonable use of in-room dining (room service and refreshment center), included in and not to exceed the Daily Meal Cap)
- Locally appropriate gratuities, including baggage handling, housekeeping, and other related expenses.
- Laundry service / dry cleaning whilst traveling (when traveling 6 or more consecutive days)
- Use of hotel fitness facilities
- Reasonable emergency costs associated with travel disruption.

26. Visa and Passport Service

Travelers should check to see if a business visa or other immigration-related documentation is required before traveling globally. CFA Institute will reimburse for passport, business visas, and immigration processing fees required for entry to a country where you will be conducting business on behalf of the

company. Traveler must ensure all required entry documents are secured prior to date of travel. Use of the preferred supplier is required.

27. Daily Meal Cap

Breakfast, lunch, dinner, snacks and beverages, room-service meals, related taxes & fees, and gratuities while traveling is capped at USD125 daily. Any food and beverage related expenses incurred over the daily limit of USD125 will be considered as personal expenses and need to be allocated appropriately as a “personal expense” in the expense report. The personal expenses will be deducted from the next available payroll, as allowable by law.

Travelers are encouraged to pay for their own meals and beverages. If a group meal is paid for by a single corporate credit card cardholder or traveler, the most senior individual present is expected to pay for the meal and submit the expense in a report. When submitting the expense report, all participants should be allocated appropriately. If a traveler is part of the group meal paid for by another, they are responsible for reducing their daily cap of USD125 by the amount of the meal charged to the cardholder.

28. Exceptions

Transactions which are not permitted per any policy of CFA Institute, its affiliates and subsidiaries require pre-approval via email from the employee’s Managing Director and Head, Enterprise Services. This must be evidenced by attaching the email to the expense line item within Concur Expense. Not obtaining pre-approval may result in payroll deduction (Corporate Credit Card) of the expense in the next available payroll or denial of reimbursement (out of pocket).

In case of missing receipts, the employee is to use the Missing Receipt Affidavit functionality within Concur Expense. If a report is submitted on an employee’s behalf (delegate process), the employee is to sign the approved manual Missing Receipt Affidavit and the manual Missing Receipt Affidavit is to be attached to the expense line item.

Commuting costs to and from your usual place of work are not reimbursable.

29. Sustainability

The company encourages travelers to take action to reduce emissions, avoid waste, and promote ownership of sustainability practices. Travelers should:

- Keep travel to business essential only and limit the number to trips/duration.
- When flights are less than three (3) hours, consider rail or car travel as alternatives.
- Pack light to reduce fuel used by the aircraft/train/vehicle.
- Request hybrid or electric rental vehicles, where appropriate.
- Use mobile check-in and electronic boarding passes to save on paper.
- Favor sustainable hotel partners with LEED-certified buildings and environmentally friendly practices.
- Bring your own reusable water bottle and pack travel day meals and snacks in reusable containers.
- Decline housekeeping services at hotels for most of your stay and hang towels to reuse.
- Consume electricity and water like you’re paying the bill yourself.

5 Additional / Related Information

1. Travel Restrictions

Click [here](#) for a list of extreme and high-risk countries.

2. Global Travel and Safety Advice

Review this [detailed guide](#) for global travel safety tips.

3. Preferred Supplier List

[Preferred Supplier List](#)

4. SPS Global Travel Risk Categories and Ratings

NEGLIGIBLE	Political system is very stable, with no diplomatic disputes. Crime rates are low and protests rare and non-violent. No terrorist or other armed groups are known to be operating in the country. Medical facilities are very good. Environmental hazards are limited, with infrastructure and transport system comprehensive, effective, and reliable.
LOW	Political system is mostly stable, with only low-level diplomatic disputes. Low levels of crime, with most illicit activity suppressed by effective law enforcement. Protests can cause some disruption. Threats from terrorists and other armed groups are limited, but isolated regions or certain groups may face a specific threat. Medical facilities are fair. Threats from environmental hazards are generally equaled by effective disaster management bodies and safety standards
MEDIUM	Political stability faces challenges. Ongoing diplomatic dispute(s). Crime levels are high in some areas, and there is a clear presence of organized crime. Frequent protests, sometimes violent, often cause disruption. Terrorist groups have been known to operate in area, but opportunity for attack is limited. Armed groups challenge government control in some areas. Good quality medical care is limited to urban areas. Significant environmental hazards and inconsistent emergency response in some areas. Infrastructure and transport system unreliable and/or unsafe.
HIGH	Political system is highly unstable. International relations marred by armed conflict and/or widespread sanctions. Crime levels too high for security forces to adequately cope. Large-scale protest action is frequent and causes significant disruption. Frequent terrorist attacks. Armed groups control parts of the country and/or possess both intent and capability to overthrow central government. Medical facilities limited; medevacs likely required. Regular extreme environmental hazards or natural disasters. Infrastructure and transport options limited.
CRITICAL	Anarchical situation and/or total war. Virtual breakdown in law and order. Medical facilities non-existent, medevac may not be available. Environmental disaster underway.

5. Business Expense Policy

[Business Expense Policy](#)

6. Corporate Credit Card Policy

[Corporate Credit Card Policy](#)

6 Revision History

The Global Travel department is responsible for maintaining, updating, and administering this

policy. Changes to this policy may not be made without Leadership Team approval. The Global Travel Program Manager will monitor program utilization and communicate preferred supplier information or discount programs available to CFA Institute travelers. The Staff Travel Policy will be subject to a full review on a quarterly basis.

Date	Revision No.	Modification	Updated by	Section(s)
25 Sep 20	1.0	Policy template created	Toni Quelch	All
27 Oct 20	2.0	Template review and update	Toni Quelch	All
06 Dec 20	2.1	Minor language adjustments and updated hyperlinks following policy launch	Toni Quelch	Travel Planning: Hotels Travel Planning: Pre Trip Approval Procedure
28 May 21	2.2	Air Class Eligibility & Quarterly Minor Edit Review	Toni Quelch	3.1
28 May 21	2.2	Quarterly Minor Edit Review	Toni Quelch	All
30 Aug 21	2.3	Travel Safety and Emergency Support and Response Services	Toni Quelch	3.1.2
30 Aug 21	2.3	Quarterly Minor Edit Review – Minor changes	Toni Quelch	All
29 Oct 21	2.4	Pre-Trip Approval Requirement Updated	Toni Quelch	3.1.9
29 Oct 21	2.4	SPS Global Travel Risk Ratings & Categories added	Toni Quelch	4.1.6
29 Oct 21	2.4	Quarterly Minor Edit Review – No content changes	Toni Quelch	All
17 Mar 22	3.0	Introduction of Leisure Travel Restriction	Toni Quelch	1.1.8
17 Mar 22	3.0	Updated Pre-Trip Approval Process	Toni Quelch	1.1.1 3
17 Mar 22	3.0	Use of Airline Credits and Airline Reward Points	Toni Quelch	1.1.1 9
17 Mar 22	3.0	Use of Hotel Reward Points	Toni Quelch	1.1.2 0
17 Mar 22	3.0	Quarterly Minor Edit Review	Toni Quelch	All
Feb 2023		Template review and update	RAC Team	All
Oct 2023	4.0	Annual Review and Updates	Susan Walker	All