



Policy Number HJF-206	Policy Owner: Chief Financial Officer	Initial Issue Date: November 12, 1996	Approved By: President & CEO	Revision Number: 03	Revision Effective Date: December 21, 2018
---------------------------------	---	--	--	----------------------------	--

Travel Policy

1. PURPOSE

The purpose of this policy is to set forth the standards for the business travel process and administration for necessary and reasonable expenses incurred while traveling. With respect to travel expenses of HJF employees, this policy is intended to be an accountable plan within the meaning of 26 C.F.R. § 1.62-2(c)(2).

2. SCOPE

This policy applies to HJF. HJF personnel who manage HJF's interests in HJF subsidiaries or affiliates shall ensure that the entity adopts a policy that is substantially similar to this policy, adapted as necessary to reflect local law and system requirements. Exceptions to this policy must be approved by the Chief Ethics & Compliance Officer, in consultation with the Legal Department and the Policy Owner.

3. DEFINITIONS

3.1. Domestic Travel – Travel within the continental U.S. (“CONUS”), Alaska, Hawaii, and U.S. territories including American Samoa, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and Wake Island.

3.2. Federal Government Employee – A civilian employee of the U.S. Government or a member of the uniformed services of the U.S. Government on pre-approved business travel.

3.3. Fly America Act – Refers to 49 U.S.C. § 40118, which mandates the use of U.S. flag carriers for federally funded International Travel. The Fly America Act generally requires that all foreign air travel funded by Federal dollars be performed on U.S. flag carriers unless a reasonable exception is applied.

3.4. HJF Approved Travel – HJF-approved travel includes travel on official HJF business from a Traveler's home or normal place of employment to another destination and return home or to normal place of employment. HJF Approved Travel does not include commuting between a Traveler's home and normal place of business.

3.5. International Travel – Travel that is not Domestic Travel.

3.6. Traveler – An HJF employee, non-employee, or Federal Government Employee on pre-approved business travel.

- 3.7. Uniform Guidance (“UG”) – The Office of Management and Budget’s Uniform Guidance, 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.

4. RESPONSIBILITIES

- 4.1. All HJF management is responsible for ensuring that this policy is properly communicated to, and understood by, all HJF employees within their respective business activities. They are responsible for identifying and communicating to the Chief Financial Officer any updates or changes that may be needed.
- 4.2. The HJF Travel Department is responsible for providing guidance and support to Travelers in complying with the procedures set forth in this policy.
- 4.3. The Traveler must be authorized in advance of any trip by obtaining approval from the appropriate project personnel who have project signature authority.
- 4.4. Federal Government Employees who travel on HJF business must have approved U.S. Government travel orders and must comply with U.S. Government travel policies concerning payment from a non-federal source for travel expenses. Travel orders and approval of the HJF Travel Request/Authorization (HJF Form 321) must be obtained by the Federal Government Employee prior to commencing travel.
- 4.5. The Award Manager, or authorized designee, must review travel requests and expense reports to ensure that (1) the travel is necessary, reasonable, and allocable to the identified Project, Task, and Award to be charged; (2) sufficient funds are available for such travel under the Award; (3) travel is within the period of performance of the award; and (4) all International Travel is included in the approved award budget or sponsor approval has been obtained prior to travel.

5. POLICY & PROCEDURES

5.1. General

- 5.1.1. HJF will reimburse employees and non-employees, consistent with the limitations in applicable laws and regulations and the terms of this policy, for reasonable and necessary costs for HJF Approved Travel.
- 5.1.2. More restrictive policies and procedures may apply to certain sponsor awards, including many federal programs. (See Section 5.6 - Federal Program Travel, for additional information.) Travelers are responsible for following this policy and, if applicable, the policy of the sponsoring program. If the program’s requirements are more restrictive than HJF’s, the program’s requirements will apply. The Traveler is responsible for understanding this policy before planning and commencing travel on behalf of HJF. Failure to follow this policy will result in non-reimbursable expenditures and a financial loss to the Traveler. Questions concerning resolution of conflicts should be directed to the HJF Travel Department.
- 5.1.3. Based on the significant amount of federally funded awards that HJF receives, many travel requirements parallel those of the U.S. Government. For federal awards,

auditors review expenditures for HJF travel using many of the same standards that apply to travel by federal employees.

- 5.1.4. Travel must be authorized in advance. Individuals may request travel authorization by completing a Travel Request/Authorization (HJF Form 321) and obtaining approval from the appropriate Award Manager, Principal Investigator or other project personnel who have project signature authority.
- 5.1.5. Upon completion of a trip, the Traveler must submit a Travel Expense Report (HJF Form 322) or, for employees, an online expense report (HJF Internet Expense). Supporting documentation (i.e., conference or meeting agenda, or detailed trip summary) must be attached to obtain expense reimbursement. A designated program approver is responsible for reviewing the expense report for compliance with this policy and for providing proper payment authorization (see Section 5.10 - Processing the Travel Expense Report, for additional information).
- 5.1.6. The HJF Travel Department will have final review of travel reimbursements. Any attempt to defraud HJF or submit a falsified travel expense will result in disciplinary action up to and including termination of employment.
- 5.1.7. Travelers must arrange air and rail transportation through the HJF Travel Department, an HJF designated travel agency, or by other means authorized in advance by the HJF Travel Department. This ensures travel arrangements are compliant with this policy, volume discounts are applied, and location information is noted to support Travelers in the event of travel disruption.
- 5.1.8. When an authorized trip is cancelled, the Traveler must notify the HJF Travel Department prior to the departure date/time so a credit can be obtained for the unused airline ticket, hotel deposit, etc. If the trip is cancelled during non-business hours, it is the responsibility of the Traveler to contact the designated airline or hotel to cancel reservations. When the HJF Travel Department receives notification of a cancelled trip, funds that have been encumbered against a project's budget will be released.
- 5.1.9. Credits on file for an unused airline ticket are the property of HJF and will not be used for the Traveler's personal use. Charges for cancellations associated with HJF Approved Travel are the responsibility of the designated project unless it is at the sole convenience of the Traveler, in which case the Traveler will be responsible.

5.2. Requesting Travel

- 5.2.1. The Travel Request/Authorization (HJF Form 321) must be filled out completely and authorized by a designated approver prior to commencing travel.
- 5.2.2. The estimate column should reflect the best estimate of travel expenses. Travelers should use page 2 of the Travel Request/Authorization to provide detailed information about their travel.
- 5.2.3. For documentation purposes, the purpose of travel must be described on the form along with supporting documentation. This documentation must include a

conference or meeting agenda, detailed trip summary or any other pertinent information. Travelers must account for every day of authorized travel.

- 5.2.4. To assist in securing acceptable hotel arrangements, advances and the most advantageous airfare, the Travel Request/Authorization should be sent to the HJF Travel Department at least two weeks prior to anticipated departure for Domestic Travel and four weeks prior to departure for International Travel. A completed and approved HJF Form 321 is required before the HJF Travel Department can issue a monetary advance or airline ticket.
- 5.2.5. Travel Request/Authorization forms are reviewed by the Travel Department for compliance with HJF policy and federal regulations (if applicable), and that the document is properly authorized.
- 5.2.6. Vacation days may be added to business travel with the approval of the Traveler's supervisor. The Traveler must designate the dates of the personal portion of the trip on the Travel Request/Authorization. If a trip is extended for vacation purposes, the Traveler will not be reimbursed for expenses incurred during the vacation portion of the trip or to the extent that the cost of the business portion of the trip increased due to this extension.
- 5.2.7. Prior coordination with the HJF Travel Department is required to document costs of the HJF Approved Travel portion of a trip. For example, if a Traveler flies round trip from Washington, D.C. to Dallas, Texas for business purposes and combines this trip with a vacation by extending his or her time in Dallas at an increased expense in airfare, the Traveler will be responsible for the additional airfare cost. No expenses during the vacation portion of the trip will be reimbursed.
- 5.2.8. Safety of International Travel will be determined by following U.S. Department of State guidance on travel by an American to another country, as well as Travel Health Notices and Alerts of the Centers for Disease Control and Prevention ("CDC").
- 5.2.9. The U.S. Department of State issues a Travel Advisory for each country of the world. Travel Advisories apply four standard levels of advice, give a description of the risks, and provide clear actions U.S. citizens should take to help ensure their safety. These advisories are updated as necessary and can be reviewed on the U.S. Department of State, Bureau of Consular Affairs website. Travel health notices and alerts can be viewed on the CDC website. A Traveler's safety is of primary concern to HJF and will always be carefully balanced with business and job-related requirements.
- 5.2.10. A Traveler in a country that later receives a Travel Advisory elevated to Level 4 will be expected to leave the country immediately or as soon as possible if immediate departure would involve even greater risk. The Traveler should contact the U.S. Embassy or Consulate wherever possible before departure.
- 5.2.11. A Traveler who has concerns about traveling at a specific time or to a specific location should address these concerns with his or her supervisor or the HJF Travel Department.
- 5.2.12. Domestic Travel should proceed in accordance with current safety and security

guidance issued by the Federal Aviation Administration and the Transportation Security Administration.

- 5.2.13. International SOS (“ISOS”) Travel Assistance Membership is available to all Travelers. ISOS provides worldwide access to emergency medical, security, travel assistance, and evacuation services for Travelers. Detailed information regarding ISOS services is available through the HJF Safety & Security Department.

5.3. Travel Advances

- 5.3.1. HJF employees who travel on official HJF business may request a travel advance.
- 5.3.2. Advances are based on estimated trip expenses noted on the Travel Request/Authorization (HJF Form 321) and can be up to 75% of out-of-pocket expenses that are reasonably anticipated to be incurred during travel.
- 5.3.3. Advances are generally issued by check or direct deposit 10 days prior to the HJF Traveler’s departure date.
- 5.3.4. Advances must be reconciled within 10 business days after the HJF Traveler’s return from travel on the Travel Expense Report (HJF Form 322) (see Section 5.10 - Processing the Travel Expense Report, for additional information). Any unused funds must be returned to the HJF Travel Department within this time. Repayment can be made by check (payable to HJF) or credit card.
- 5.3.5. Advances will not be issued to an HJF Traveler who has not fully accounted for an earlier advance, except with supervisor’s permission or when the HJF Traveler must leave for another business trip within five working days following the return from the earlier travel.
- 5.3.6. If an HJF Traveler must indefinitely postpone or cancel a trip after receiving an advance, he or she must immediately return the advance check or provide repayment of the equivalent amount payable to HJF, Attention: Travel Department.
- 5.3.7. An HJF Traveler must reconcile an outstanding advance before he or she will be issued any reimbursement, whether for travel or another business-related expense.

5.4. Travel Expenses

- 5.4.1. Unless otherwise noted in this policy, receipts are required for reimbursement of all expenses \$75 and over. Receipts must also be submitted for all major travel expenses, including airline and rail tickets, hotel, car rentals, and registration fees. Receipts must be “paid” receipts and not state a “balance due.” Monthly credit card statements alone are not acceptable documentation.
- 5.4.2. If a receipt is lost, the Traveler should contact the vendor and request a duplicate or photocopy. If a duplicate or photocopy is unobtainable, the Traveler must submit, with the Travel Expense Report, a written, detailed description of the expense incurred, a reason why the receipt cannot be provided, and a signed statement that the receipt was unobtainable, and that reimbursement will not be obtained from

another source.

- 5.4.3. Registration fees for a meeting or conference for which attendance has been approved can either be prepaid by HJF via direct payment to the conference organizer or reimbursed to the Traveler upon submission of the Travel Expense Report.
- 5.4.4. Travelers will request coach class air accommodations provided that these arrangements are reasonably available to meet requirements for carrying out HJF business. Air carrier selection cannot be biased by the Traveler's frequent flyer affiliation. The lowest cost air travel must take precedence. Generally, HJF will not fund first-class or business-class air accommodations. For international flights, business-class or premium economy may be authorized at the discretion of the award's designated approver when the scheduled flight time, including stopovers and change of planes, is more than 14 hours and the Traveler is required to report to work the following day or sooner.
- 5.4.5. When air travel is charged to a federal award, the Traveler is required to use a U.S. carrier according to the Fly America Act, unless special circumstances as determined in the Act apply. See Section 5.6 - Federal Program Travel of this policy. For travel funded by a non-federal source, contact the funding source for any travel restrictions.
- 5.4.6. Travelers can reserve coach rail as an alternative to a flight, if it does not exceed the cost of the least expensive airfare to the same destination. If the rail exceeds the least expensive airfare, the Traveler will be responsible for any additional cost, up to the amount of the least expensive airfare for the same travel day. First or business class rail will not be reimbursed.
- 5.4.7. Vehicles may be rented when required for HJF travel. Compact or intermediate-size passenger car rates are the most economical and Travelers should use them where practical. In certain circumstances (numerous individuals traveling together), a larger vehicle may be authorized when used for multiple passengers or accompanied by a written justification. In the case where multiple drivers may share driving responsibilities, the individual renting the vehicle should designate and name additional drivers when signing the rental agreement. An additional daily fee may apply for additional drivers. HJF provides vehicle coverage for employees and non-employees who rent vehicles on HJF Approved Travel.
- 5.4.8. Vehicles may not be rented using HJF's name for non-HJF business, i.e., use for days on which no HJF business occurs. However, some incidental, non-business use might occur, and in such cases, the Traveler might wish to purchase additional insurance coverage at his or her own expense. Expenses, injury and damages incurred while using a rental car for personal reasons are the sole responsibility of the Traveler. See Section 5.9 - Travel Insurance of this policy for additional information.
- 5.4.9. Reimbursement for GPS rental for a rental vehicle is an unallowable expense. If a Traveler chooses to rent a GPS unit for a rental vehicle, the Traveler will be personally responsible for the rental cost. The Traveler will also be responsible for

all costs in the event of a lost, stolen or damaged GPS navigation unit.
Reimbursement for a lost or damaged GPS unit is also an unallowable expense.

- 5.4.10. To minimize travel costs, Travelers should refill the fuel tank prior to returning a vehicle to the rental car agency instead of opting for any of the rental car agency refueling program.
- 5.4.11. Travel using privately owned vehicles (“POV”) may be allowed for local or HJF Approved Domestic Travel (provided the cost of driving does not exceed the least expensive airfare to the same destination).
- 5.4.12. If the POV exceeds the least expensive airfare, the Traveler will only be reimbursed up to the amount of the least expensive airfare as determined by the HJF Travel Department.
- 5.4.13. The rate of reimbursement is based on U.S. General Services Administration POV Reimbursement Rates. This reimbursement covers all fuel, maintenance, insurance, transportation and operating costs.
- 5.4.14. Accident claims involving a POV used for HJF business are covered by the individual’s personal insurance. HJF does not assume responsibility for deductibles or other uninsured loss to the POV.
- 5.4.15. Reasonable parking charges will be reimbursed in addition to the mileage allowance. Costs for parking or moving violations are not reimbursable. Travelers must assume responsibility for any fine or citation received while driving on HJF business.
- 5.4.16. If approved in writing by Program Operations and the HJF Finance Department, HJF employees are permitted to operate Government Owned Vehicles (“GOV”) subject to applicable laws and regulations. HJF maintains liability insurance for claims arising from the use of GOV. HJF’s insurance does not provide coverage for physical damage to GOV or damage to government-owned property inside the GOV.
- 5.4.17. Travelers will be reimbursed for tolls associated with HJF Approved Travel. A receipt or itemized toll bill must be submitted with the expense report.
- 5.4.18. Reasonable taxi fares or shuttle services are reimbursable where public transportation is not practical. Uber, Lyft and similar transportation services are permitted options. Surcharges or additional fees will be reimbursable if the total cost is equal to or less than the cost of other transportation options. Use of a private sedan service or car service will be reimbursed only if the cost is equal to or less than other available modes of transportation.
- 5.4.19. Transportation costs to obtain meals while on HJF Approved Travel is, generally, not a reimbursable expense. Justifications for any exceptions must be documented on the Travel Expense Report and approved by the designated project approver and the HJF Travel Department.
- 5.4.20. Travelers may be reimbursed for lodging costing up to 150% of the allowable daily

amount established for all areas of the United States and abroad following the federal government hotel per diem.

- 5.4.20.1. For lodging costing over 150% and up to 300%, a written justification explaining the increased amount and unavailability of lower-priced accommodations must be submitted to the HJF Travel Department for approval two weeks prior to commencement of HJF Approved Travel.
- 5.4.20.2. Lodging costing over 300% of the allowable daily amount will not be reimbursed. The hotel per diem percentages above do not include taxes.
- 5.4.20.3. The above hotel allowable percentages will not apply if more stringent sponsor restrictions exist.
- 5.4.21. For safety and security, HJF discourages Travelers from the use of Airbnb, VRBO, and other similar services. If a Traveler chooses to stay at a private residence using these services, it will be at their own risk. HJF, however, will reimburse the cost of these services following the same lodging guidelines as stated in this policy.
- 5.4.22. Travelers will use the federal government per diem rate for meal and incidental expenses. These amounts are located at the U.S. General Services Administration website under Per Diem Rates.
- 5.4.23. When Travelers attend a conference where meals are included in the registration fee, the Traveler shall reduce the meals per diem accordingly. If a Traveler is requesting full meal per diem due to medical requirements or religious beliefs, prior approval from the Travel Department must be documented on the Travel Request/Authorization form. A complimentary meal provided by a hotel or common carrier does not affect meal per diem.
- 5.4.24. On travel days, 75% of the appropriate meal and incidental per diem rate is paid for the day of departure and the day of return, regardless of what time the Traveler departs or returns. For a single travel day of more than 12 hours, but not exceeding 24 hours, 75% of the meal and incidental per diem rate is paid.
- 5.4.25. Airport parking will be reimbursed up to the satellite or daily parking rate at the airport of the Traveler's outbound flight. Hourly parking fees are not reimbursable. Justifications for any exceptions must be documented on the Travel Expense Report and approved by the designated project approver and the HJF Travel Department.
- 5.4.26. Business telephone calls are reimbursable while on HJF Approved Travel. Detailed supporting documentation for these costs must accompany the Travel Expense Report. Personal telephone calls are not a reimbursable expense.
- 5.4.27. Fees for visas, passports, passport photos and medication are reimbursable when they are a specific and necessary condition of fulfilling a work assignment on behalf of HJF. Receipts for these expenses must be submitted regardless of cost along with any postage or transportation receipts.
- 5.4.28. Reasonable tips (not to exceed 20% of the cost of the service) associated with

transportation, storage and other services are reimbursable. Hotel baggage handling and maid service tips are included as part of the per diem incidentals and are not separately reimbursable.

- 5.4.29. Internet charges are reimbursable at hotels and on airplanes when internet access is necessary for business activity. Travelers must provide an itemized receipt from the hotel or airline and an explanation of the internet usage.
- 5.4.30. Laundry/dry cleaning service is reimbursable with an itemized receipt when on Domestic Travel exceeding five working days. Laundry/dry cleaning service while on International Travel is included as part of the per diem incidental allowance and is not separately reimbursable.
- 5.4.31. Fees paid for early boarding or to purchase specific airplane seats are considered a personal expense and are not reimbursable.
- 5.4.32. Fees for checking baggage are allowable expenses. A receipt is needed only if more than one bag is checked. Checked bags that exceed number, size or weight limits may be subject to excess baggage fees and require a justification to determine if the expense is necessary to fulfill the business purpose.
- 5.4.33. Fees for foreign transactions on a Traveler's credit card are an allowable expense. A copy of the Traveler's credit card statement showing the fee and matching the charge must be submitted to the HJF Travel Department to claim reimbursement.

5.5. Local Travel

- 5.5.1. Local seminars or conferences not requiring an overnight stay do not require prior submission of the Travel Request/Authorization form. For employees, reimbursement for these expenses will be submitted directly through HJF Internet Expense. For non-employees, expenses can be submitted on a Travel Expense Report (HJF Form 322). Travelers must document each trip by including a brief justification of the trip's purpose and, if available, a conference or meeting agenda.
- 5.5.2. POV expenses to and from the training or work site other than the Traveler's normal place of employment will be reimbursed using the HJF current rate per mile if the distance from the Traveler's home to the training or work site exceeds the mileage of the Traveler's normal daily work commute. Travelers will be reimbursed for the mileage above their normal commute and must document each trip by including a brief justification of the trip's purpose and, if available, a conference or meeting agenda.
- 5.5.3. For training and conferences only: Lunch expenses will be reimbursed at the lunch per diem rate for the location of the training/conference if the training/conference lasts more than six hours. If lunch is provided by the training facility/conference, no reimbursement will be given.
- 5.5.4. If the training/conference site is more than 50 miles from a Traveler's home and normal place of employment, overnight accommodations may be authorized at the discretion of the Award Manager, Principal Investigator or project authority. See

Section 5.2 - Requesting Travel of this policy for instructions on completing the Travel Request/Authorization.

5.6. Federal Program Travel

- 5.6.1. For travel funded by a federal award, this policy applies, as well as the regulations governing travel expenses under the Uniform Guidance. Other federal regulations may also take precedence if referenced directly in the award. Principal Investigators must be familiar with the specific cost allowability provisions of their federal programs or contracts.
- 5.6.2. Many funding agencies require prior approval before International Travel is undertaken. All travel must occur (commencing and ending) within the beginning and the end dates of the applicable federal program or contract. Please consult the appropriate grant or contract specialist for questions or more information.
- 5.6.3. International Travel directly charged to a federal program or contract must have prior written approval from the awarding agency. The Primary Analyst responsible for the oversight of the award can assist in determining if advance approval is included in the award budget or whether approval must be requested from the designated federal agency.
- 5.6.4. The Fly America Act requires federal employees and their dependents, consultants, contractors, grantees and others performing U.S. government-financed foreign air travel to fly on U.S. flag air carriers. Travel that is not in compliance with the Fly America Act will not be reimbursed under a federally sponsored program.
- 5.6.5. Any air transportation of persons or property to, from, between or within a country other than the U.S. must be performed on a U.S. flag carrier service if available, if the expense will be covered by a federally sponsored program. This requirement applies regardless of factors of cost, convenience or personal preference.
- 5.6.6. The following rules apply, provided that the first and last leg of travel from or to the U.S. may not be flown on a foreign air carrier:
 - 5.6.6.1. A U.S. flag carrier shall be used to the destination or, in the absence of through service, to the farthest interchange point.
 - 5.6.6.2. If a U.S. flag carrier does not serve an origin or interchange point, a foreign flag carrier must be used only to the nearest interchange point to connect with a U.S. flag carrier.
 - 5.6.6.3. If a U.S. carrier involuntarily reroutes the Traveler via a foreign flag carrier, the foreign flag carrier may be used.
- 5.6.7. In the following situations, use of a foreign carrier is permissible.
 - 5.6.7.1. For travel to and from the U.S., use of a foreign carrier is permissible if:
 - 5.6.7.1.1. The airport abroad is the origin or destination airport and use of a U.S.

flag carrier would extend the total travel time by 24 hours or more compared to travel on a foreign carrier; or

5.6.7.1.2. The airport abroad is an interchange point and use of a U.S. flag carrier would require the Traveler to wait six hours or more compared to travel on a foreign flag carrier.

5.6.7.2. For travel between points outside the U.S., use of foreign carrier is permissible if:

5.6.7.2.1. Travel by foreign carrier would eliminate two or more aircraft changes in route;

5.6.7.2.2. One of the two points abroad is the gateway airport to or from the U.S. and travel by U.S. carrier would extend the total travel time six hours or more compared to travel on a foreign carrier. (A "gateway airport abroad" is the airport abroad from which the Traveler last embarks in route to the U.S. or at which the Traveler first debarks incident to travel from the U.S.); or

5.6.7.2.3. Travel is not part of a trip to or from the U.S. and the use of a U.S. carrier would extend the total travel time six hours or more compared to travel on a foreign carrier.

5.6.7.3. For all short-distance travel, regardless of origin and destination, use of a foreign carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by foreign carrier is three hours or less and service by U.S. carrier would double the travel time.

5.6.8. Code sharing occurs when two or more airlines code the same flight as if it were their own. The international flight may be on a foreign air carrier's plane but is considered the same as one operated by a U.S. flag air carrier. Compliance with the Fly America Act is satisfied when the U.S. flag air carrier's designator code appears next to the flight numbers on the airline ticket or on the documentation for an electronic ticket (passenger receipt). For example, United Airlines (UA) has a code share agreement with Lufthansa. If the airline ticket identifies a flight as UA ##, the requirements of the Fly America Act would be met, even if the flight was on a Lufthansa airplane. If, however, the airline ticket identifies the flight as LH ##, then the requirements of the Fly America Act would not be met.

5.6.9. When scheduling federally funded International Travel, U.S. flag air carriers or foreign air carriers that code share with a U.S. flag air carrier must be booked. To assist in adherence to this requirement, it is highly recommended that International Travel be booked through the HJF Travel Department.

5.7. Federal Government Employee Travel

5.7.1. All federal government employees who travel on HJF business must have approved government travel orders and must comply with federal government travel policies concerning payment from a non-federal source for travel expenses. Travel orders

and approval of the HJF Travel Request/Authorization (HJF Form 321) must be obtained prior to commencing travel. HJF Form 321 is used for travel approval and estimating expenses.

5.7.2. Government policy prohibits federal government personnel whose travel is supported with funds administered by HJF from receiving direct cash reimbursement from HJF. There are several ways HJF can fund a federal employee's travel and remain in compliance with federal regulations:

5.7.2.1. The Traveler can receive a travel advance and reimbursement from his or her federal work site, and HJF will pay the appropriate federal agency upon receipt of the HJF Travel Expense Report accompanied by a paid government travel expense report.

5.7.2.2. If travel relates to a project funded by the Uniformed Services University ("USU"), the Traveler must obtain travel orders through the Defense Travel System ("DTS") at USU. Prior coordination with the project's HJF Primary Analyst is required to ensure trip is approved and funds are available at USU.

5.7.2.3. HJF can pay specific expenses such as airfare and hotel (to include meals eaten at the hotel) directly to a vendor (in-kind payment). Under this option, the Traveler cannot receive direct reimbursement from HJF to cover meals obtained outside the hotel or for other out-of-pocket expenses.

5.7.2.4. The Traveler should contact his or her federal work site ethics officer or designated agency ethics official for specific guidelines prior to obtaining travel orders.

5.8. If travel costs are paid by the Traveler's federal work site, the traveler must submit the appropriate government travel expense report to the appropriate federal site office.

5.8.1. HJF will reimburse the appropriate federal agency upon receipt of an HJF Travel Expense Report authorized by a project approver, supported by a completed copy of the Traveler's government expense report.

5.9. Travel Insurance

5.9.1. HJF employees are covered by the HJF's worker's compensation insurance for medical coverage while on HJF Approved Travel outside the city or cities in which they reside and/or normally work. This does not include commuting between home and normal work sites.

5.9.2. HJF does not carry insurance that covers loss of or damage to luggage or other personal effects during travel. If such damage or loss occurs, Travelers should seek reimbursement through their own insurance or attempt to recover directly from the party responsible, such as the airline carrier.

5.9.3. Prior to the commencement of HJF Approved Travel, a Personal Custody Property Record/Hand Receipts Form (HJF Form 382) must be completed for any HJF property used during travel. Travelers are responsible for the proper use, security,

and safeguarding of all HJF property in their possession.

- 5.9.4. If HJF property is lost, damaged or destroyed, it is the responsibility of the Traveler to whom the Hand Receipt was issued to notify the property custodian immediately. The Traveler to whom the Hand Receipt was issued must also notify the location's security department or local police department when appropriate. Please refer to the Fixed Asset Policy or contact the HJF Fixed Assets Department for further instructions.
- 5.9.5. HJF maintains insurance for vehicles rented by HJF Travelers who are on HJF Approved Travel in the United States of America, its territories and possessions, and in Canada, to include insurance coverage for private passenger automobiles rented for HJF business. The HJF Traveler must waive the additional insurance offered at the rental agency. Purchase of additional coverage of any type will be at the HJF Traveler's expense.
- 5.9.6. If a light truck or other non-passenger-type vehicle is rented by an HJF Traveler, the additional insurance must be purchased. Travelers must have a valid driver's license of the classification appropriate to the type of non-passenger vehicle being driven and will maintain possession of license always when operating the vehicle.
- 5.9.7. HJF does not provide insurance coverage for vehicles rented abroad, therefore Travelers should purchase collision damage waiver or loss damage waiver coverage outside of the United States of America, its territories and possessions, and Canada. Travelers will be reimbursed for the additional cost.
- 5.9.8. In keeping with HJF policy, amounts up to HJF's deductible on automobile insurance claims involving a rental vehicle are directly applied to the HJF program supporting the use of the automobile. HJF's corporate automobile insurance will cover amounts above the deductible.
- 5.9.9. **If an accident occurs, the Traveler must notify the HJF Insurance Officer at 240-694-2000 or 1-877-424-2106 immediately.** HJF requires Travelers to complete an Accident Summary Form (HJF Form 361) and submit the form to HJF's Insurance officer.
- 5.9.10. Airlines, travel agencies and automobile rental companies offer the option of purchasing personal accident insurance. Insurance of this type is not considered a necessary business expense. Travelers will not be reimbursed for the cost of this insurance (unless otherwise noted in this policy).

5.10. Processing the Travel Expense Report

- 5.10.1. To obtain reimbursement for personal funds expended for travel and to account for any amounts expended using an advance, all expenses must be documented on a Travel Expense Report (HJF Form 322). HJF employees can also submit expenses online through HJF Internet Expenses. See Section 5.4 - Travel Expenses of this policy for information on reimbursable expenses and required documentation and receipts.

- 5.10.2. The Travel Expense Report must document the business purpose of travel, have all required receipts attached, and be reviewed and approved by the designated project approver verifying that all expenses are reasonable, necessary and appropriate. The Traveler will also remit payment to HJF for the balance of any remaining travel advance funds. The Travel Expense Report and any unused advance funds must be submitted to the Travel Department within 10 business days after returning from the trip.
- 5.10.3. Travel Expense Reports lacking adequate documentation or proper authorization will be returned or put on hold until necessary documentation is received, causing a delay in reimbursement.
- 5.10.4. All persons on HJF Approved Travel and those who approve expense reimbursements are responsible for knowledge of HJF's policy and for compliance with any sponsoring agency regulations. Any individual requesting reimbursement from HJF for travel expenses is responsible for ensuring those expenses comply with applicable policy and procedures, are properly authorized, and are supported with required receipts and documentation.
- 5.10.5. The signature on the HJF Expense Report form or the submission of an HJF Expense Report online by the individual requesting reimbursement affirms that these responsibilities have been met.
- 5.10.6. All travel expenses are subject to review by the HJF Travel Department and by HJF's internal and external auditors.

6. PROCEDURE

Detailed procedures have been included in the above policy. Other SOPs may be issued from time to time in furtherance of this policy.

7. ENFORCEMENT

Failure by HJF employees to comply with this policy may result in disciplinary action up to and including termination of employment.

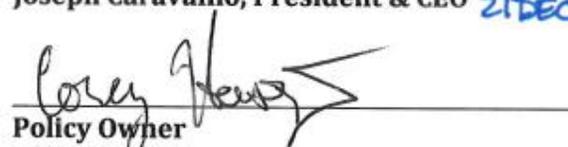
8. ATTACHMENTS

None

9. EFFECTIVE DATE

This policy is effective as of the date set forth above and supersedes all prior policies on the subject matter hereof.


Joseph Carvalho, President & CEO 21DEC18


Policy Owner