

MDRT Air Travel Policy Definitions

Coach Cabin

- MDRT staff and MDRT paid travelers will travel in the coach cabin.
- Lowest fare compared with other nonstop flights within a two hour window for domestic flights and a three hour window for international flights.
- A \$100 variance from the lowest comparable fare will flag the reservation as out of policy and require additional approval.
- The Gant agent will seek approval from MDRT meeting owner for any inquires outside the normal policy including inquires related to upgradable fares.
- Exceptions to the policy include the Executive Committee, MDRT CEO and certain Speaker travel as detailed below.

Business Cabin

- For international flights with flight times of eight hours or more, qualifying traveler types may travel in the business cabin.
- Flight time specifically excludes layovers.
- Qualifying traveler types are as follows:
 - Staff
 - DVP
 - Committee Chairs
 - MCC Zone Chairs
 - MCC Region Chairs
 - Ambassadors
- Qualifying travelers (listed above) who have multiple volunteer roles with MDRT are only eligible for the business cabin if they are traveling for committee business related to the committee they hold the qualifying position for.

Executive Committee

- Business class on any flight, if available
- First class for journey times 3 hours or more
- Comfort seating for coach on any flight, if available
- Spouses are allowed to travel with the Executive Committee. Spouse travel is paid by MDRT for authorized MDRT travel.
- All ExCom travel is charged to account 6000-01

MDRT Air Travel Policy Definitions

CEO

- Business class on any flight, if available
- First class for journey times 3 hours or more
- Comfort seating for coach on any flight, if available
- The CEO's spouse is allowed to travel with the CEO. Spouse travel is paid by MDRT for authorized MDRT travel.
- CEO travel is charged to account 6105-02

Speakers

Speakers may travel in either coach or business cabins depending on the terms of their negotiated contracts. MDRT must designate the cabin on the approved travelers list.

Additional items

- **Upgradable fares**

If a committee member requests to use miles to upgrade his/her reservation, MDRT will pay for the upgradable airfare for travelers who are traveling on an international flight with a journey time of eight hours or more provided within MDRT travel budget guidelines. All upgradable fare purchases must be approved by the MDRT meeting owner.

- **Split Ticketing/Split Payment**

When a traveler requests a flight that is outside of the travel policy guidelines, Gant is permitted to charge MDRT for the portion of the flight that is within policy and charge the traveler's credit card for any portion outside of the policy. For example if a committee member is flying six hours for a committee meeting and is insisting on booking a business class ticket, the agent could charge MDRT's corporate account up to the amount of the lowest available coach fare and charge the committee member the remainder on their personal credit card. PLEASE NOTE that not all airlines permit split ticketing. In those cases, the agent is to charge the traveler the full amount of the ticket they are requesting. The traveler is responsible for seeking reimbursement from MDRT under the normal expense reimbursement policies. When split ticketing occurs, two transaction fees will be charged, one to MDRT and the other to the member.

All split ticketing or split payment transactions must be approved by the MDRT meeting owner.

- **Layovers**

The maximum layover MDRT would ask a traveler to endure is four hours. If the traveler requests a longer layover and is still within MDRT airfare policy, the agent is to document the traveler's request.