

## **MDRT STAFF TRAVEL AND EXPENSE POLICY (Section IX, MDRT Employee Handbook)**

The following is intended to define the policy for personnel of MDRT who, in the course of their duties, are required to travel or who incur business expenses because of work. Any exceptions will require authorization from the Chief Executive Officer.

### Flights

The following MDRT travel policy is intended to help ensure smooth transportation of MDRT's employees while traveling on MDRT business without creating for MDRT undue hardship, caused by delays and cancellations, or increased liability, caused by an unforeseen incident.

1. There will be no more than seven MDRT employees on any one flight.
2. There will be no more than three employees from the same department or 25 percent of the total department staff (whichever number is smaller) on any one flight (e.g., a department consisting of eight employees could have no more than two employees on the same flight, regardless of how many are attending the Annual Meeting, as 25 percent of the total department staff is less than three).
3. Flight priority is based on the need for MDRT to have an employee on a specific flight due to his or her responsibilities. If no clear need exists, flight preferences will be based on employment seniority (in conjunction with 1 and 2 above).
4. Any changes to scheduled flights must be approved by the department director or Director of Human Resources.
5. Any deviations from the above must be approved by the Chief Executive Officer.
6. All MDRT employees shall fly coach class. When flying internationally with a total flight time of 8 hours or more, employees may fly business class. Flight time does not include layovers.

### Lodging

Reasonable expenses for lodging are fully reimbursable. Receipts for all lodging are required. When hotel bills are charged directly to MDRT, staff members should obtain a copy of their room bill, review, initial and date the bill and attach it to their expense reports.

### Meals

All reasonable expenses incurred for meals when traveling shall be fully reimbursable, except for alcoholic beverages. Gratuities should be included and may approximate 15-20%. Any expense of \$25 or more requires a receipt.

### Travel Advance

A cash advance for travel expenses will be provided in an amount equal to the estimated expenses to be incurred. Employees are expected to reflect the amount of the cash advance, and what they spent it on, in the expense report that they submit following the relevant travel. Receipt of these funds shall be on file in the Finance department and reconciled with each expense report. A cash advance will not be given unless all previous reports and advances are accounted for by the completion and submission of the expense

account form and its approval.

#### Entertainment

All reasonable and necessary expenses of entertainment, directly related to the business of MDRT, shall be fully reimbursable. Any such item of entertainment must be accompanied by a receipt.

Personal Entertainment Personal entertainment expense -- such as books, movies, alcoholic drinks, plays, sporting events, tours, etc. -- will not be reimbursed.

#### Telephone Calls

MDRT encourages all employees to call home daily while away on business. Reasonable charges for these calls are reimbursable.

Expense Reporting Procedure All reasonable business expenses for which an employee seeks reimbursement, and an explanation of the cash advance provided by MDRT to an employee and how it was used, must be submitted to the Finance department on an expense reimbursement form within thirty (30) days of the date on which the expense is incurred. All expense reports should be accompanied by receipts for any expense at or above \$25 (including any expense the employee paid for using a cash advance). All expenses will be subject to approval before reimbursement. In the case of senior directors, approvals will be made by the Chief Executive Officer. All others will be approved by the appropriate department directors. If an employee believes that he or she should be reimbursed for a business expense not identified in this policy, the employee must follow the expense reporting procedure outlined in this section in order for MDRT to consider the expense.

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