

MDRT VOLUNTEER MEMBER TRAVEL FREQUENTLY ASKED QUESTIONS

How do I secure airfare for an MDRT committee/task force meeting?

MDRT will provide you with detailed instructions on how to arrange your travel after you have formally accepted the invitation.

What does MDRT cover as part of my airfare expense?

MDRT's Committee Volunteer Travel Policy allows the lowest economy/coach class fare compared with other nonstop flights that meets business requirements. Travelers are not required to take connecting flights over nonstop. Flights that depart and/or arrive within a specific travel window from the requested flight time are considered a comparable option and should be accepted within business requirements (two hours for domestic/three hours for international flights). If you have questions or concerns regarding a route offered by Gant Travel, please contact your staff liaison prior to ticketing.

Upgrade policy: If you wish to upgrade your seat or cabin, you may do so using personal accrued travel points or mileage or by paying the cost difference. If using personal accrued travel points or mileage, mention this at the time of booking. If you plan to use miles to upgrade your reservation, MDRT will pay for the upgradable coach airfare for travelers who are traveling on an international flight with a journey time of eight hours or more provided it is within MDRT travel budget guidelines. Upgrades are dependent on the individual traveler's status with the airline and availability determined by the airline.

Business Class Policy: Committee Chairs, Zone Chairs, Region Chairs, Divisional Vice Presidents and Global Council Members traveling to the specific meeting for which they hold this position are allowed to travel business cabin for international flights with flight times of eight hours or more. Flight time specifically excludes layovers.

May I book a premium economy class ticket?

Premium economy travel class is a separate travel class offered on some airlines for international flights. A premium economy travel class may be booked for international flights with flight times of eight hours or more and based on best available fare for the premium economy travel class.

I want to fly my preferred carrier. Will MDRT pay for this?

MDRT will accommodate your preferred carrier if your preferred carrier has the lowest coach cabin fare based on MDRT Volunteer Member Travel Policy guidelines.

I prefer to arrange my airfare in my local market. Will MDRT reimburse me?

If you wish to book your travel using your personal travel provider, the following steps are to be followed to receive reimbursement:

1. Prior to booking your flights, obtain a quote from Gant Travel in accordance with MDRT's travel policy outlined in this document.
2. Advise MDRT that you will be booking your own flights. MDRT will reimburse up to the approved quote from Gant Travel in USD (U.S. dollars) provided that travel is completed for your MDRT assignment.
3. When requesting reimbursement, include a copy of your ticketed travel itinerary showing flights and amount paid. A copy of the quote from Gant Travel should also be included with your request for reimbursement.
4. Reimbursement will be processed following conclusion of the committee/task force meeting. In the event you cancel your attendance at the committee/task force meeting, you are responsible for working with the airline or travel provided to negotiate any reimbursement.

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May I use a complimentary/free ticket I have earned with an airline to book a flight to the committee/task force meeting and receive financial reimbursement for what the ticket would have costs?

Reimbursement is calculated based on the actual out-of-pocket amount paid for the airline ticket. There is no reimbursement for the perceived value of a ticket purchased with miles or complimentary ticket voucher.

May I combine airline tickets with additional stops for personal travel?

Yes, you may include additional destinations for personal travel, however MDRT will only reimburse for the amount of the fare of a roundtrip ticket to/from the committee/task force meeting based on MDRT's travel policy. If the airline allows a split form of payment, the MDRT business portion will be expensed to MDRT and the personal expense and Gant split form of payment service fee will be charged to your personal credit card. Should the airline not allow a split form of payment, the entire amount will be charged to your personal credit card. The traveler is responsible for seeking reimbursement from MDRT under normal expense reimbursement policies. Split form of payment requests must be pre-approved by the MDRT staff liaison prior to ticketing.

May I change my flight itinerary after the ticket is issued?

All additional fees or expenses related to changing a ticketed itinerary that is not required/requested by MDRT are the responsibility of the traveler and are not reimbursable expenses.

I prefer to drive, does MDRT reimburse for mileage?

MDRT reimburses the Standard Mileage Rate as published by the U.S. Department of Treasury Internal Revenue Service.

When and how long does it take to receive a travel expense reimbursement?

Reimbursement of travel expenses occurs after travel is complete and within 30 days from the time you submit your Member Expense Report. All requests for reimbursement are to be submitted within 30 days of the conclusion of the committee/task force meeting.

How do I submit my expenses?

Your staff liaison will provide you with a Member Expense Report form. You will complete the form and submit it with receipts to your staff liaison. Itemized receipt(s) are requested for all expenses and required for any expense over USD 25. Submit the expense form and receipts to MDRT after the meeting.

What travel expenses are covered by MDRT for committee/task force meetings?

Meals – MDRT will provide meals in connection with the committee/task force meeting.

Airfare – Based on MDRT policy outlined in this document

Transportation – MDRT will reimburse for transportation to and from airport.

Hotel – Single occupancy room charge and taxes/fees (will be billed directly to MDRT)

Mileage – When traveling for MDRT

What travel expenses are not covered by MDRT?

Passport fees, airline change fees, travel insurance, health club expenses, movies, entertainment, liquor and valet parking are not reimbursable.

Is direct deposit available for travel reimbursement?

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MDRT prefers wire transfers for non-U.S. member reimbursements and ACH for U.S. member reimbursements. Additionally, members may opt to receive reimbursement checks in USD via the postal service.