

THE DOCUMENT FOUNDATION TRAVEL AND OTHER EXPENSE REIMBURSEMENT POLICY

Purpose

The Board of Directors of The Document Foundation (TDF) recognizes that TDF members may be required to travel or incur other expenses from time to time to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) cost controls are in place, (b) travel and other expenditures are appropriate, and (c) there is a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by members. It is the policy of TDF to reimburse only reasonable and necessary expenses actually incurred by members.

The following reasons are usually considered as valid for a reimbursement:

- Attending the annual LibreOffice Conference to give a talk or help/contribute to the organization,
- Giving a talk at a free software event which is instrumental for the growth of the LibreOffice community,
- Taking part in a developer event or other meeting as a LibreOffice contributor,
- Representing TDF at a conference or an important industry meeting.

TDF officials (directors and their deputies, or members delegated by the Board of Directors) may request a reimbursement for expenses incurred while representing TDF at business meetings which are deemed as important for the development of the project.

In determining the reasonableness and necessity of travel expenses, members shall consider the ways in which TDF will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular member presence on a trip is necessary. In determining whether the benefits to TDF outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, shall be considered.

In any case, the member should first try to get his employer to pay for the trip, or find a third party sponsoring it or consider paying for it from his own funds.

If the member would not be able to attend the event because of the costs or paying for it from his funds would be impossible because of his low income or the costs being especially high, he should request a reimbursement.

Approved by the Document Foundation Board of Directors – May 16 2012

When incurring expenses, TDF expects members to:

- Exercise discretion and good judgment with respect to those expenses.
- Be cost conscious and spend TDF money as carefully and judiciously as if the funds would be his/her own.
- Report expenses, supported by the required documentation, as they were actually spent.

Request

The member must apply for a reimbursement to TDF Board of Directors **before** the trip, stating the estimated expenses and declaring that neither his employer nor he can pay for it.

Acceptance

TDF Board of Directors decides about the reimbursement based on the usefulness of the trip for the project, the need of the requestor and the availability of funds.

After receipt of the request, the Board of Directors will discuss it in one of the next meetings and decide on it in due time.

TDF Board of Directors will notify the requestor in writing about the acceptance of the reimbursement request, and the amount of the reimbursement.

In no event shall this policy imply a legal right of the requestor, neither with respect to the reason, nor to the amount requested, towards The Document Foundation. Granting or rejecting a request is at the sole discretion of the board.

Reimbursement

The member will not get the money beforehand, but will have to lay the money in advance. If the member is not able to do that and there is an alternative way for TDF to directly pay the expenses, it is possible to make a specific exception.

Expenses will not be reimbursed unless the member requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted within two weeks of the completion of travel, and prior to payment (if travel expense reimbursement is requested), must include:

- The member name,
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each TDF-related activity during the trip.

- An itemized list of all expenses for which reimbursement is requested.

Receipts (the original ones) must be sent to the treasurer of TDF by snail mail. If original receipts were issued in PDF format, emailing those is acceptable. TDF reserves the right to request a hardcopy signed Expense Report regardless of that.

Individuals traveling on behalf of TDF may incorporate personal travel or business with their company-related trips; however, personnel shall not arrange company travel at a time that is less advantageous to TDF or involving greater expense to TDF in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by TDF. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by TDF.

Generally, reimbursements will be transferred to bank or PayPal accounts.

For transfers to bank accounts, the following information is needed:

- For EU (SWIFT) transfers: name of the account holder, name of the financial institution, SWIFT and IBAN numbers,

- For transfers outside the EU: name of the account holder, name of the financial institution, account number, national bank code, postal address of the bank and the country.

For transfers to PayPal accounts, the PayPal id (in form of an email address) is needed.

SWIFT and Paypal transfers are the preferred solutions. Non-SWIFT transfers cause substantial fees, usually more than Paypal.

General Rules

Air Travel Expenses

Air travel reservations should be made as far in advance as possible, in order to take advantage of reduced fares. TDF will reimburse or pay the cost of either:

a) The lowest coach class fare available for shortest logical route flights from the airport nearest the member home or office to the airport nearest the destination.

b) Any cheaper alternatives

Members traveling on behalf of TDF may accept and retain frequent flyer miles and compensation for denied boarding for personal use. Members cannot choose

an airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

Lodging Expenses

Members traveling on behalf of TDF will be reimbursed the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city, and proximity to other venues on the itinerary shall be considered in determining reasonableness. Members shall make use of available corporate and discount rates for hotels. "Deluxe" or "Luxury" hotel rates will not be reimbursed.

Out-Of-Town Meals

Members traveling on behalf of TDF are reimbursed a per diem for their meal expenses. The following rates apply:

- 24 hour travel or longer: 24€ per full 24 hours travelled
- 14 hours up to 24 hours travel: 12€
- 8 hours up to 14 hours: 6€
- below 8 hours: no per diem refunded

Note that hotel bills that do **not** itemize breakfast separately, or do **not** explicitly state that breakfast was not included, will have 4.50€ deducted, as we assume it is included and is already covered by the per diem.

Ground Transportation

Members are expected to use the most economical ground transportation for the circumstances and should generally use the following, in this order of desirability:

Courtesy Shuttles

Many hotels have courtesy shuttles, which will take guests to and from the airport at no charge. The hotel will generally have a courtesy phone at the airport if this service is available. Members should take advantage of this free service whenever possible.

Taxis

When courtesy shuttles are not available, a taxi is often the next most economical and convenient form of transportation when a minimal mileage is involved. A taxi may also be the most economical mode of transportation between the member home and the airport.

Rental Cars

Car rentals are expensive, so other forms of transportation should be considered when practical. Members will be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.

Personal Cars

The use of personal cars is permitted, if this is the most economic transportation. Using a personal car in any case needs a signed travel report, including kilometers travelled. TDF will refund 0.30€ per distance kilometer.

Parking/Tolls

Parking and toll expenses incurred by members will be reimbursed. On-airport parking is permitted for short business trips. For extended trips, members should use off-airport facilities.

Non-Reimbursable Expenses

TDF maintains a strict policy that expenses in any category that may be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance,
- First class tickets (unless cheaper than coach) or upgrades,
- When lodging accommodations have been arranged by TDF and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by TDF, and transportation between the alternate lodging and the meeting site will not be reimbursed,
- Limousine travel,
- Movies, liquor or bar costs,
- Expenses for spouses or other relatives (if a spouse or relative accompanies the member on a trip, it is the responsibility of the member to determine any added cost for double occupancy and related expenses, and to make the appropriate adjustment in the reimbursement request).

This policy is maintained by the Board of Directors of The Document Foundation.