

Travel Procedure Guidelines

All employees are responsible for understanding the OSI Travel & Expenses Guidelines that are available on [KARL](#) and for acting in compliance with them.

Travel Do's & Don'ts (quick reference)

Travel Arrangements

- ✔ Book all travel through Adelman via [Travel Authorization Request](#).
- ✔ Keep all tickets/invoices for your travel.
- ✔ Use e-tickets when available to avoid the paper ticket fee.
- ✘ Do not ask for a specific airline if it results in a higher airfare, except for security reasons.
- ✘ OSI will not reimburse cash in exchange for tickets or upgrades obtained with personal air miles or OSI's frequent flyer miles.

Class of Service/Upgrades

- ✔ Only book economy class for domestic travel.
- ✔ Only Directors can book business class on international flights that are greater than 7 hrs. Special permission is needed from HR for all other staff.

Unused Airline Tickets

- ✔ Give the 4th floor Reception Desk your unused refundable airline tickets.

Travel Health

- ✔ Enroll in SOS Medical Evacuation insurance coverage with HR for international travel.
- ✔ Review the [Travel Health Guidelines](#).

Layovers

- ✔ Please make sure to include any personal layovers as you will have to pay an additional fee. Business layovers should be mentioned as well.
- ✔ When traveling over the weekend, please try to stay over on a Saturday night if it significantly reduces the cost of the business trip & does not inconvenience your schedule.

Required Documents for International Travel

- ✔ Please make sure you have a valid passport and obtain the necessary visa.

Spousal/Companion Travel

- ✔ Obtain approval from HR for spousal/family travel; if approved, travel expenses incurred by the spouse/family are taxable to the employee's benefit unless expenses are paid by the employee.

Personal/Vacation Travel

- ✔ Additional costs will be incurred as a result of personal itineraries made through Adelman.
- ✔ Please record all vacation/personal days accordingly on your attendance records.

Lodging/Hotel

- ✔ Please use AT&T calling card instead of hotel phone.
- ✔ Choose moderately priced, convenient and safe lodging; upgrades are not reimbursable.
- ✘ Luxury hotels are not permitted unless attending conference held at the hotel.
- ✘ Fees for in-room movies, laundry, alcoholic beverages, baby-sitting and health club/spa are not reimbursable except for movies & laundry if it is for int'l stay longer than 4 days.

Hotel Cancellation Procedures

- ✔ Notify either the hotel or the Adelman Travel to cancel all room reservations.
- ✘ No-show charges due to failure to cancel hotel reservation will not be reimbursable.

Lodging in a Private Residence

- ✔ A small gift (i.e. flowers, gift certificate or meal) for lodging at a friend's or relative's home while on a business trip is reimbursable with original receipts.

Car Rental

- ✔ Please rent a compact or intermediate car via Adelman when reserving a car.
- ✔ In case of accidents or other incidents, please contact the police, OSI HR & the rental company to file a report. Do not admit fault and collect necessary info from other drivers.
- ✘ Do not accept Collision Damage Waiver (CDW) insurance if driving domestically.
- ✘ Fines for traffic violations, parking tickets, etc., are not reimbursable by OSI.

Use of Personal Car

- ✔ Use of personal car is preferred and mileage used for trips are reimbursable. Please use the most recent IRS Standard Mileage Rates to calculate mileage.

Other Ground Transportation

- ✔ All taxi or car services taken for business purpose are reimbursable with original receipts.

Personal Travel Meals

- ✔ In the US, personal meals per day should not exceed \$75; abroad - \$100; EU - \$140
- ✘ Do not dine at luxury or excessively expensive restaurants.
- ✘ Do not purchase additional meals if it is already provided at the conference.

Business Meals and Entertainment

- ✔ In NYC, business dinners per person should not exceed \$70; abroad & EU - \$80
- ✔ Business lunch should be less than 2/3 the cost of dinner; NYC ~ \$47; abroad ~ \$53
- ✘ Do not dine at luxury or excessively expensive restaurants.

Alcoholic Beverages

- ✘ Alcoholic beverages are not allowed and will not be reimbursed.

Travel Telecommunication Expenses

- ✘ Airphone use is not reimbursable, except in documented emergencies.

OSI Domestic OSI 800 (Toll-free) Numbers

- ✔ Dial 1(800) 572-2542 to reach OSI-NY reception desk, Mon-Fri 7am-7pm.
- ✔ Dial 1(800) 871-6980 to reach OSI-NY voicemail system (dial extension directly).
- ✔ Dial 1(800) 861-7151 to connect to OSI e-mail system from your laptop.

AT&T Calling Cards

- ✔ Call card issuer immediately if your card is lost or stolen.
- ✘ Do not use this for personal calls unless it is to family while traveling on OSI business.

Cellular Telephones

- ✔ Actual cost of business calls made on personal phones is reimbursable.
- ✘ Personal purchase of a cell phone & monthly fees are not reimbursable.

Incidental Travel Expenses

- ✔ Reasonable gratuities (should not exceed local custom) are reimbursable for housekeeping tip (\$2/day); restaurant waiters (15% lunch / 20% dinner); taxi driver.

Gifts

- ✔ Overseas offices may bring a small appreciation gift to local staff & it is reimbursable.
- ✘ Do not make any gifts or payments to foreign officials until consulting with the Office of the General Counsel.

Non-Reimbursable Expenses

- ✘ Airline club membership dues
- ✘ Airfone usage
- ✘ Annual fees and interest charges on personal credit cards
- ✘ Baby-sitting
- ✘ Barber/Hairstylist and other personal grooming expenses
- ✘ Charitable contributions and donations
- ✘ Clothing and toiletry items
- ✘ Commuting to and from work
- ✘ Corporate card delinquency fees and Membership Rewards reinstatement fees
- ✘ Fines, penalties, parking or traffic tickets and other violations
- ✘ Hotel no show charges
- ✘ Luggage and briefcases
- ✘ Magazines, books, and other personal reading materials
- ✘ Medical expenses while traveling (contact HR for medical insurance questions)
- ✘ Office supplies and equipment, unless approved by Facilities Management
- ✘ Over-the-counter medication
- ✘ Personal entertainment (e.g. sightseeing tours, museum, concert and events tickets)
- ✘ Personal telephone calls in excess of reasonable calls home
- ✘ Pet-sitting or boarding
- ✘ Repairs, maintenance, or insurance on personal car
- ✘ Saunas, massages, gym or health club fees
- ✘ Souvenirs or personal gifts
- ✘ Spouse/companion, or dependent travel (unless approved in advance)
- ✘ Computer equipment and software (must be ordered through Systems Department)