NRG Oncology Foundation, Inc.

SUBJECT: NRG Oncology Travel Reimbursement Policy

REVISION DATE: September 1, 2017

I. PREEMPTION
This policy rescinds any previous publications covering the same material.

II. PURPOSE
This policy addresses claiming reimbursement of expenses incurred on behalf of NRG Oncology. The purpose of this Policy is to have: (a) adequate cost controls in place; (b) reimburse for only appropriate travel and other business expenditures (collectively, "T & B Expenses"); and (c) a uniform and consistent approach for the timely reimbursement of approved expenses incurred by authorized parties.

III. APPLICABILITY
This policy applies to all parties seeking T & B Expenses reimbursement by NRG Oncology.

ROLES AND RESPONSIBILITIES
Research Center Executive Directors and / or their designee(s) are responsible for authorizing travel on behalf of NRG Oncology and approving expense reports.

IV. POLICY STATEMENT
T & B Expenses will be reimbursed consistent with this policy. T & B Expenses must be reasonable and adequately documented to satisfy the NIH grants policy, and Internal Revenue Service (IRS) regulations. The following requirements apply to all T & B Expenses.

- Pre-approval by an Executive Director or a designee is required prior to incurring an expense. PRE-APPROVAL IS NOT REQUIRED FOR NRG ONCOLOGY SEMI ANNUAL MEETINGS.

- Travel and Business Expense Reports are to be submitted to the NRG Oncology Research Center, Pittsburgh Office for reimbursement within sixty (60 days) after the travel and/or business expense occurred.

- Travel and Business Expense Report must include your name, address, travel date, or date of expenditure, signature, and itemized receipts for items greater than $25,

- NRG Oncology will pay for individuals who are traveling on behalf of NRG Oncology with the exception of the NRG Oncology Auditors. Refer to NRG Oncology Auditor Travel Reimbursement Policy dated April 18, 2017.

AIR and RAIL FARE:
- NRG Oncology will pay only the lowest fares available and will not pay for upgrades or full coach fares to be upgraded to first-class/business class seating (exception noted below for business class seating).
- It is advised to book air travel at least 14 days in advance of departure. Booking less than 14 days may result in higher airfares.
- For international travel, The Fly America Act requires that grant-funded travelers use U.S. Flag Carriers or an approved foreign carrier for entry into and departure from the United States, and for any other portion of the trip when they are available. NRG Oncology advance approval for the
use of non-U.S. Flag carriers is required for other authorized travelers. Contact Travel Coordinator at the number located below for approval.

- Business class fares may be authorized for travel outside of Canada and the United States and its territories and possessions but requires prior approval by contacting Travel Coordinator at the number located below for approval. Justification for upgrading to business class when traveler is utilizing federal funds will be approved if the following conditions are met:
  o Requires circuitous routing
  o Requires travel during unreasonable hours
  o Excessively prolonged travel
  o Results in additional costs that would offset the transportation savings
  o Offer accommodations not reasonably adequate for the traveler's medical needs
- Flying personal aircraft is NOT permitted.
- Using Frequent Flyer Miles for travel will not be reimbursed for what the airfare would have cost.
- NRG Oncology will not pay change fees and fare differences in the event that a change is made to a flight itinerary for personal reasons after a ticket is issued.
- The baggage fee for one checked bag will be reimbursed.

HOTEL:
- Travelers are expected to make use of NRG Oncology's meeting hotel housing block if available. Reimbursement will not be approved in excess of an available housing block rate unless prior authorization is granted by the Executive Director or designee. In accordance with the Internal Revenue Code, an itemized hotel bill or other such proof of the hotel stay is required for reimbursement, even if the hotel was prepaid. Hotel stays will only be reimbursed for the days/night required by NRG Oncology.
- Hotel reimbursement will be made with hotel receipt.
- Hotel upgrades are not reimbursable. Reimbursement will not be made for an early departure fee regardless of the amount but is normally equivalent to a per-night charge plus tax.

GROUND TRANSPORTATION:
- A receipt must be provided for reimbursement of ground transportation costs to and from the airport, and to and from the hotel and to and from meeting sites.
- Transportation to and from restaurants, theaters, shopping, etc., will not be reimbursed.

PERSONAL CAR USE:
- Reimbursement for personal car use, including tolls and parking charges, in lieu of air travel will be limited to the reduced-rate coach airfare. A documented quote from the airline must be provided for the dates of travel. Contact the airline at least 14 days before the starting travel date to inquire about fares.
- Mileage will be reimbursed at the approved IRS rate. The distance between home and place of work is considered communal and is not a reimbursable expense; mileage in excess of the traveler's normal daily commute will be reimbursed. Tolls and parking charges will be reimbursed with receipts.
- Damages, repairs or traffic violation fines are not reimbursable automobile expenses. The vehicle owner’s automobile liability insurance coverage is primary coverage. The traveler is responsible for the deductible portion of the personal collision coverage and for any increased personal insurance premiums as a result of an accident.
CAR RENTAL:
Car rental expenses will be reimbursed if required but should not exceed the cost of other available modes of transportation. Parking, tolls, and gas will be reimbursed. Do not accept the optional insurance offered by the car rental agency as this is not a reimbursable expense.

MEALS:
Meals and meal tips, if not included in conference expenses or other charges billed to and paid by NRG Oncology are reimbursable. Reimbursement is for the actual cost of meals in restaurants, alcoholic beverages will not be reimbursed using federal funds. Meal expenses must be documented, including business purpose and persons attending as required by IRS regulations.

GAP AND ADD-ON TRAVEL
- Gap travel is defined as travel, food, lodging and incidentals (F LI) for days between meetings or other travel on NRG Oncology's behalf when the individual chooses to stay at one of the locations or somewhere in between, rather than returning home between meetings. The traveler must obtain prior approval for gap travel.
  a. If deemed the most economical option for NRG Oncology, gap travel will be reimbursed up to the daily FLI rate stated in the current year's budget, upon the submission of documented expenditures. NRG Oncology will not pay additional transportation costs for routing other than that required by NRG Oncology's official business.
  b. Gap travel must be documented in NRG Oncology's official financial records to preclude any interpretation that the gap travel results in taxable income to the individual involved.
- Add-on travel is travel either before or after meetings of NRG Oncology at the sole discretion of the individual traveling. All add-on expenses, additional transportation costs to destinations other than home, food, lodging, and incidentals, are the responsibility of the individual traveling.

TELEPHONE CALLS/INTERNET SERVICES AND OTHER EXPENSES:
Other miscellaneous expenses must be listed and fully described and receipts attached. Personal expenses, e.g. clothing and souvenirs, will not be reimbursed.

PROCEDURE
- Travelers approved for reimbursement will be notified by NRG Oncology in advance of the meeting. A Travel Reimbursement Request Form and a copy of the travel policy will be made available at that time.
- When traveling keep all receipts.
- Complete and sign the Travel Reimbursement Request Form and submit it with the proper documentation (original receipts) within 60 days of travel. SCANNED RECEIPTS WILL BE ACCEPTABLE. NRG Oncology staff must also have the form signed by their supervisor who will forward it to the appropriate Research Center Executive Director for coding and approval. Expense forms received more than 60 days from the completion of travel will not be processed and are not eligible for reimbursement.
- Completed Travel Reimbursement Requests Forms will be sent to the appropriate program manager for verification, after which it will be forwarded to the Research Center in Pittsburgh for processing and payment.
Please allow a maximum of four (4) weeks for processing of your Travel and Business Expense Report from the time received by NRG Oncology. If you have any questions, please contact Travel Coordinator at 412-339-5320. Your completed and signed Travel and Business Expense Report, along with the receipts should be mailed or scanned to:

NRG Oncology  
Nova Tower 2  
Two Allegheny Center, Suite 1200  
Pittsburgh, PA 15212  
Attn: Travel Coordinator

Approved  
Joan Beyer Goldberg, MPH  

Date  
9/1/17