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TRAVEL POLICY

Approved by the Board of Directors on 10262024

Amended by the Board of Directors on 07262025

Policy Purpose

To establish the policies that individuals with interest in Peace Through Action® USA (the "Corporation") shall apply when planning travel and traveling for the Corporation.

Definitions

1. Interested Person—Any director, officer, employee, intern, contractor, or volunteer of the Corporation.
2. Travel—The action of going to a location more than a 50-mile radius from an interested person's typical location for work, volunteering, or service.
3. Travel Cost—Expense for transportation, lodging, meals, incidental expenses, and miscellaneous expenses incurred by the Corporation or by interested persons who are traveling for the Corporation.
4. Incidental Expense—Fee or tip given to porters, baggage carriers, hotel staff, and staff on ships.
5. Miscellaneous Expense—Items such as fees for checked, transferred, stored, or excess baggage, parking, rental vehicle fuel, ground transportation, business center services, room internet fees, and travel taxes and fees.

Policy

1. Peace Through Action® USA (the "Corporation") may authorize interested persons for domestic or foreign travel for the Corporation when the travel is necessary for accomplishing the Corporation's mission, an allowable use of revenues available, and for which the costs are reasonable, consistent, and allocable.
2. The Corporation shall use the Federal Travel Regulation (41 CFR Chapters 300 through 304) as a source of guidance when making decisions about travel matters that are not addressed in this travel policy.
3. Interested persons shall obtain approval of travel for the Corporation prior to planning travel or traveling.
4. The Corporation shall pay travel costs of interested persons.
5. The Corporation shall allow interested persons to travel for personal convenience added to their travel for the Corporation. The Corporation shall not pay travel costs of the interested person's additional personal convenience expenses. The difference in price between prices for travel for the Corporation and travel for personal convenience must be tracked and paid for by the interested person.

6. The Corporation shall strive to limit interested persons from incurring temporary personal travel costs by advance planning, reservations, and payment of expenses by the Corporation itself.
7. The Corporation shall promptly reimburse interested persons for allowable travel costs incurred by the interested person, provided that they submit documentation supporting the costs. The Corporation reserves the right to deny reimbursement of any travel cost it reasonably determines to be inappropriate or excessive.
8. The Corporation shall reimburse interested persons for their personal use of vehicles at the standard mileage rate or volunteer mileage rate issued by the U.S. Internal Revenue Service used to calculate the deductible costs of operating an automobile for business, charitable, medical, or moving purposes.
9. The Corporation and interested persons shall strive to keep travel costs at amounts at or below the per diem rates for lodging and meals and incidental expenses (M&IE) established by the U.S. General Services Administration (GSA). For first and last day travel the Corporation will reimburse interested persons for M&IE at 75 percent of their per diem rate. The Corporation shall reduce the M&IE rate in instances when the interested person has been provided a meal by another party or person.
10. The Corporation and interested persons shall strive to plan, pay, and reimburse air, train, and bus fares and vehicle rentals at or below the rates established by GSA. The Corporation and interested persons shall plan, pay, and reimburse air, train, and bus fares and vehicle rentals only at the least expensive, unrestricted coach or economy fare rates. The Corporation will not plan, pay, or reimburse transportation at business or first-class rates unless the difference between the coach/economy rate and the higher rate is paid for by the employee, or the higher rate is approved by the chief executive officer for extenuating circumstances.
11. The Corporation may exceed the GSA per diem rates and airfare rates when necessary and allowable, such as when the travel item is not available at or below the per diem rate or airfare rate, to secure a travel item suitable to accommodate an interested person with a disability, or to secure a travel item in an emergency.
12. Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would a) require circuitous routing, b) require travel during unreasonable hours, c) excessively prolong travel, d) result in additional costs that would offset the transportation savings, or e) are not reasonable for an interested person with a disability.
13. Airfare costs paid with federal funds shall be restricted to U.S. carriers.
14. The Corporation shall justify and document in writing instances when travel costs will or have exceeded the per diem rates and airfare rates of GSA.
15. The Corporation shall not pay or reimburse for the following unallowed expenses:
 - a) any miscellaneous expense not supported by a receipt, b) meals included in events registration or provided by another party or person; c) travel to and from home and one's typical location for work, volunteering, or service; d) personal use of information telecommunications; e) travel insurance; f) membership fees to

airline clubs, frequent flyer programs, or similar programs; g) valet and laundry services; h) parking tickets and other penalties for traffic violations; i) lost or misplaced luggage or personal property; j) fees or tips to porters, baggage handlers, bellhops, hotel housekeeping, in-room dining stewards, and similar types of persons; k) souvenirs; l) items purchased to be used as door prizes or raffle items; m) expenses for dependents or companions; n) alcoholic beverages; or o) movie rentals.

16. The Corporation shall require interested persons driving for the Corporation to demonstrate to the Corporation proof of driver license and personal automobile insurance in advance of driving.
17. Interested persons driving for the Corporation must drive safely and responsibly, wear a seat belt, and ensure any passengers wear seat belts or are placed in car seats.
18. The Corporation shall maintain non-owned and hired automobile liability insurance coverage.
19. The Corporation shall not require interested persons to share lodging with other interested persons.
20. The Corporation instructs interested persons of the Corporation's travel policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy and procedures.