



Music for All

Travel Policy

Established April 2001
(Revised March 2017)

Music for All's mission is to create, provide and expand positively life-changing experiences through music for all.

The goal of these travel procedures is to save the traveler time and effort in making arrangements while maintaining reasonable costs to Music for All. Flights will be self-booked through the Tzell/Concur travel site.

URL:

https://www.concursolutions.com/registration/register_form.asp?regcode=musicforall300

Approval Guidelines:

The approval of all travel arrangements is at the sole discretion of the Chief Financial Officer of Music for All or his/her designee.

Flight Arrangements

Those individuals seeking air transportation are responsible for contacting Tzell/Concur at https://www.concursolutions.com/registration/register_form.asp?regcode=musicforall300

- *All flight arrangements must be made through Tzell/Concur.* Reimbursement for plans made with any other source will not be considered or made without pre-approval by MFA.
- Please note the “Airport Parking/Transportation” and “Baggage” sections below when making flight plans for possible costs to be incurred by the traveler.

Electronic Tickets:

Tickets will be issued as E-Tickets unless otherwise requested. Tzell/Concur will issue an itinerary for your travel, and you only present your photo ID at airport check-in. This eliminates the difficulties when packets are lost in the mail, or a ticket is changed

Fares

- It is MFA's policy to seek the lowest available fare for scheduled services substantially similar to the passenger's desired itinerary. Such aspects of the itinerary considered include time of day, connections and layovers. Note that this policy affects the “Mileage Reimbursement” listed below for those travelers considering ground transportation.
- Tzell/Concur will work to obtain the best possible fare. Music for All has obtained certain business travel privileges and other benefits in exchange for its commitment to encourage usage of preferred airlines for MFA travel where practicable.
- MFA Employees are required to accept ticketing on a preferred airline when its fares are lower than or equal to other services in the travel market.
- MFA Contractors (Clinicians, Judges, Artists) may choose to use an airline outside of the preferred carriers so long as there is not more than a \$25 difference in the price of the desired airline and the lowest available price from a similar itinerary on an MFA preferred airline. The “Cost Control” section of this policy continues to apply.

Subject to these considerations, Tzell/Concur will do its best to meet the traveler's preferences for airlines, frequent flyer programs, and direct flights as long as this does not result in additional cost to MFA. When considering fares, MFA will seek the most cost-effective flights within reason. It is to your advantage to make reservations with Tzell/Concur as soon as you receive your assignment and within the minimum advance purchase guidelines.

Cost Control

- **Tzell/Concur is authorized to pre-approve fares up to \$450, subject to the other approval criteria contained in this manual.** Fares exceeding the \$450 limit will require Music for All approval. In the case of a fare exceeding this maximum, MFA will become directly involved in the ticketing process to assure that the needs of the traveler and MFA are well-balanced.
- Note that most fares for BOA Regional and Grand National events with Saturday night

- stays will not reach the maximum limit.
- For Summer Symposium travel, MFA will sometimes ask travelers to stay over Saturday evening following the Symposium where substantial savings will result.

Minimum Advance Purchase Guidelines

- All arrangements must be made a **minimum of 30 days** before **Purchase Deadlines** for your departure. Please refer to your contract for required arrival and departure dates and times.
- *If you receive your assignment or this manual within 30 days of travel, you must make your arrangements within 7 days of notice or receipt of the manual.*
- In order to facilitate ticketing at least 30 days prior to departure, you should begin your search on Tzell/Concur just prior to the 30-day minimum ticketing requirement. (FOR FALL REGIONAL AND GRAND NATIONAL EVENTS, WAIT UNTIL AFTER AUGUST 1ST TO MAKE YOUR ARRANGEMENTS.) This will ensure the best fares, adequate time for preparation to send the event packet to the traveler, and advance notice for the event volunteers who assist with our airport shuttles.
- Failure to meet the deadline will result in higher fares for MFA. Unless it is a last minute staffing assignment requested or required by MFA, the additional expense caused by late fare reservation will be charged to the traveler, and reflected in his/her check for the event. Music for All will monitor the status of reservations on a regular basis. However, it is the responsibility of the traveler to meet the 30-day deadline.

Cancellations/Changes

- Once travel arrangements are confirmed by the traveler, additional changes not approved or directed by Music for All will be made at the expense of the traveler. This usually includes a \$100.00 re-ticketing fee, plus any increase in fare.
- If you must make any change after the initial booking, please communicate directly with the Manager of Educational Resources at Music for All. This is for your benefit, as it affects the shuttle service from the airport.
- On the day of travel, flight cancellations or delays should be communicated to the MFA site staff, using the contact information provided in the pre-event communication.
- The traveler should call Tzell/Concur at 412-278-2300 in cases of emergencies (such as flight cancellations, unusual or extraordinary delays, etc.). After hour emergency number is 866-503-2988.

Frequent Flier Program

The traveler will supply the program information when creating their user profile on the Tzell/Concur site. All frequent flyer miles belong to the traveler.

Baggage Policy

MFA will reimburse you for ONE checked bag, if the airline charges a fee. Any additional bags will be at your own cost. Because the fee is charged at the time of check-in, please pay the fee, get a receipt for the charge, and submit your reimbursement request using the Travel Expense Reimbursement Form along with your receipt.

Airport Parking/Transportation

- Each traveler is responsible for his/her own transportation costs to/from his or her

- respective local airport and the costs of airport parking. Music for All will not reimburse the traveler for mileage to/from his or her local airport or parking costs at the airport.
- Music for All will provide shuttle transportation to and from the airport and the designated event and hotel at most events. Arrangements for meeting travelers at the airport vary for each event. It is the traveler's responsibility to review their pre-event communications for detailed shuttle service information.
 - In the event an MFA representative is not at the airport as planned, and the traveler has contacted the MFA staff on site as directed in their pre-event communications, the traveler may find alternative means of transportation (hotel shuttle, paid shuttle service, taxi cab). The traveler should obtain a receipt and submit it to the Manager of Educational Resources or MFA office on site for reimbursement.

Hotels

- When hotels are used, MFA places one (1) traveler in a room when possible.
- Music for All is responsible for the cost of the room and applicable taxes. The hotel may ask the traveler for a credit card to secure all incidental costs such as telephone calls or room service. These costs are the responsibility of the traveler.
- At the Summer Symposium, MFA houses the majority of clinicians in premium dormitory settings. Single rooms are provided in the dormitories when possible. If available, individuals staying in dormitories are placed in "suite-style" housing.

Mileage Reimbursement

- When an MFA event is within 250 miles of the traveler's home, MFA may ask the traveler to take his/her own personal transportation.
- MFA shall provide mileage reimbursement for actual mileage at the rate of \$.45 per mile, effective March 10, 2017¹. All mileage must be reported using the MFA Mileage Reimbursement Form and returned to the MFA office within twenty-one (21) days of the event. MFA will verify mileage reimbursement requests.
- ***NOTE:** While the driving option will be made available to all travelers, MFA will only reimburse mileage up to the lowest cost of a round trip coach airline ticket from the traveler's home purchased twenty-one (21) days in advance or the mileage fee, whichever is less.
- All tolls will be reimbursed by MFA, and receipts must be attached to the MFA Mileage Reimbursement form. This provision applies if the traveler is using ground transportation only and is not applicable to travelers driving to an airport for air transportation.

¹ MFA annually reviews their mileage reimbursement rate to determine if the budget allows for an increase. The difference between the IRS Standard Mileage Rate (currently \$.54.5) and the MFA reimbursement rate is considered an unreimbursed business expense for the taxpayer. Consult a tax advisor regarding the opportunity to write off this expense as a deduction.