



MUSIC FOR ALL-TRAVEL POLICY

**Established April 2001
(Revised February 2010)**

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

The attached travel procedures will save you, the traveler, time and effort in making your flight arrangements for Music for all events. The guidelines will provide you the convenience of communicating your preferences directly to Star Travel via its 800 number, (800) 542-1687 or local (812) 331-6666, while maintaining the goal of achieving reasonable costs. You can also e-mail one of their corporate agents listed below:

Vicki Zore	v.zore@startravelservices.com
Pauline Diehl	p.diehl@startravelservices.com
Brenda Ellett	b.ellett@startravelservices.com
General	corporateagent@startravelservices.com

Music for All Travel Policy

Approval Guidelines: The Chief Operating Officer of Music for All (or his designee) will approve all travel arrangements.

Travel Arrangements: Music for All will provide Star Travel with a list of approved travelers for each event. Each traveler will contact Star Travel by use of the Star Travel 800 number, (800) 542-1687, or local number (812) 331-6666. You may also e-mail one of the corporate agents listed below:

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From this initial contact, Star Travel will either provide an itinerary during the phone call or acknowledge your request and prepare and call you back with a recommendation (within one working day).

Upon your and MFA's approval (in most cases per prescribed parameters already provided Star Travel), confirmation of your ticket arrangements will be forwarded to you within two (2) business days. Your actual ticket (or a copy of your electronic ticket itinerary) also will be generated and mailed to you. *All flight arrangements must be made through Star Travel.* Reimbursement for plans made with any other source will not be considered or made without pre-approval by Music for All.

Fares: Star Travel 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.

It is, therefore, MFA's policy to seek: 1) the lowest available fare for scheduled services within the traveler's time considerations; and 2) to require ticketing on preferred airlines when fares are lowest or equal to other service in the travel market. Subject to these considerations, Star Travel 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. It is to your advantage to make your reservations as soon as you receive your assignment, and within the minimum advance purchase guidelines.

Frequent Flier Programs: The traveler will supply the program information to Star Travel. All frequent flyer miles belong to the traveler.

Minimum Advance All arrangements must be made a **minimum of 30 days** before **Purchase Deadlines:** 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 start your communications with Star Travel at least one week prior to the 30-day minimum ticketing requirement. **(FOR FALL REGIONAL AND GRAND NATIONAL EVENTS, WAIT UNTIL AFTER AUGUST 15th TO MAKE YOUR ARRANGEMENTS.)** This will ensure the best fares, time to prepare and send

the event packet and ticket 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.

Cost Control:

Star Travel is authorized to pre-approve fares up to \$375, subject to the other approval criteria contained in this manual. If your fare exceeds the \$375 limit, Music for All will become directly involved in the ticketing process to assist in assuring that the lowest possible fare using the most convenient and best possible itinerary is obtained. For Regional and Grand National events with Saturday night stays, most fares will not reach the maximum limit. For Summer Symposium travel, MFA will at times ask clinicians/teachers to stay over Saturday evening following the Symposium where substantial savings will result. When considering fares, MFA will direct Star Travel to seek the most cost-effective flights within reason.

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 avoid use of Star Travel's after-hours phone (800- 823-5671), except in cases of emergencies (such as flight cancellations, unusual or extraordinary delays, etc.).

Electronic Tickets:

Tickets will be issued as E-Tickets unless otherwise requested. Star Travel will issue an itinerary for your travel, and you need only present your photo ID at check-in. This eliminates the difficulties when packets are lost in the mail, or a ticket is changed. It also saves you the step of returning the ticket to Star Travel.

Hotels:

When hotels are used, MFA places (2) travelers in a room when possible. If you require a single room, MFA will pay half of the cost, and the other half will be deducted from your paycheck. All requests for single accommodations must be made a minimum of 30 days in advance of the event.

Music for All is responsible for the cost of 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. Dormitory housing is always single rooms. Where possible, dormitory "suite-type" arrangements will be provided.

Mileage Reimbursement: When a MFA event is within (250) miles from the traveler's home, MFA may ask the traveler to take his/her own personal transportation. While the driving option will be made available to all travelers, MFA will only reimburse mileage up to the cost of the 21-day advance airfare or mileage fee, ***whichever is less***.

Music for All shall provide mileage reimbursement for actual mileage at the rate of \$.40 per mile, effective January 1, 2010. All mileage must be reported using the MFA Mileage Reimbursement Form (see attached) and returned to the MFA office within (21) twenty-one days following the event. MFA will verify mileage reimbursement requests via use of Mapquest©.

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 not applicable to travelers driving to an airport for air transportation.

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 provide shuttle transportation to and from the airport and the designated event/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 a 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 evaluator/clinician should obtain a receipt and submit it to the Manager of Educational Resources/MFA office on site for reimbursement.



Music for All

MUSIC FOR ALL, INC. TRAVEL EXPENSE REIMBURSEMENT FORM

NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

HOME PHONE: _____ WORK PHONE: _____

EVENT ATTENDED: _____

Departure from:

City and State

Travel to:

City and State

DISTANCE

Miles

Departure from: City and State	Travel to: City and State	DISTANCE Miles

TOTAL MILES: _____

x \$.40/mile _____

Other travel expenses (i.e. tolls, checked baggage)

Please itemize and attach all receipts to be eligible for reimbursement.

Expense Description	Amount

TOTAL OTHER: \$ _____

TOTAL EXPENSES: \$ _____

For Accounting Use Only

Approval(s) _____

Event/Acct Code: _____