



# Travel Policy

revised May 2021

*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 planning while maintaining reasonable costs to Music for All. Flights will be self-booked through the Direct Travel/Concur travel site.

## Concur Sign-In:

<https://www.concursolutions.com>

## Concur User Registration:

[https://www.concursolutions.com/registration/register\\_form.asp?regcode=musicforall300](https://www.concursolutions.com/registration/register_form.asp?regcode=musicforall300)

**Please initial each line and sign below, acknowledging that you have read, understand, and agree to the policies and procedures outlined in Music for All's (MFA) Travel Policy.**

\_\_\_\_\_ All MFA independent contractors must utilize MFA's Concur Travel online booking tool to secure any/all airline travel. (See links above).

\_\_\_\_\_ MFA is a non-profit organization and, as an MFA contractor, it is my responsibility to ensure my travel business expenses are reasonable and appropriate.

\_\_\_\_\_ Music for All contractors must book airline travel at least 45 days in advance of assigned events (or 7 days after assignment if the event is within 45 days). I understand that I will be liable for any additional costs incurred for late booking.

\_\_\_\_\_ Any additional travel costs outside of the set limits or deviation from the attached travel policy **must receive prior written authorization** or they will be my responsibility. These limits may include:

- Flights **greater than \$450**
- Baggage fees **greater than \$35**
- Booking outside of MFA's Concur portal
- Mileage/toll fees greater than the cost of a flight from my home airport

\_\_\_\_\_ MFA contractors are responsible for all airport parking, meals during travel, transportation to and from their local airport, and cancellation/change fees (unless requested by MFA).

\_\_\_\_\_ MFA contractors are responsible for all hotel incidental charges including meals, movies, or sundry items.

\_\_\_\_\_ MFA contractors must submit requests for reimbursement within **twenty-one (21) days** of the event to receive reimbursement.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date

## 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 Direct Travel /Concur at [concursolutions.com](http://concursolutions.com)

Set up Concur User Registration at:

[concursolutions.com/registration/register\\_form.asp?regcode=musicforall300](http://concursolutions.com/registration/register_form.asp?regcode=musicforall300)

- All flight arrangements must be made through Direct Travel/Concur. Reimbursement for plans made with any other source will not be considered, unless made with pre-approval by MFA.
- Please note the “Airport Parking/Transportation” and “Baggage” sections below when making flight plans for costs to be incurred by the traveler.

### Electronic Tickets

Tickets will be issued as E-Tickets unless otherwise requested. Direct Travel/Concur will issue an itinerary for your travel.

### 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.
- MFA's preferred airline is Southwest Airlines. Music for All has obtained certain business travel privileges and other benefits in exchange for its commitment to encourage usage of Southwest Airlines for MFA travel where practical.
- Direct Travel /Concur will work to obtain the best possible fare.
- MFA Contractors (Clinicians, Judges, Artists) may choose to use an airline outside of the preferred carrier so long as there is not more than a reasonable 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, Direct Travel/Concur will do its best to meet the traveler's preferences for airlines, frequent flyer programs, and direct flights if 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 Direct Travel/Concur as soon as you receive your assignment and within the minimum advance purchase guidelines.

### Cost Control

- **Direct Travel/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 MFA approval. While the maximum is \$450, please use care in booking the most cost-effective travel when available. 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.

### Minimum Advance Purchase Guidelines

- All arrangements must be made **a minimum of 45 days** before your travel. Please refer to your contract for required arrival and departure dates and times.
- If you receive your assignment or this manual within 45 days of travel, you are asked to make your arrangements within 7 days of notice or receipt of the manual.

- MFA will monitor the status of reservations on a regular basis. However, it is the responsibility of the traveler to meet the 45-day deadline.

### **Cancellations/Changes**

- Once travel arrangements are confirmed by the traveler, any additional changes not approved or directed by MFA will be made at the expense of the traveler. This could include a re-ticketing fee, as well as any increase in fare.
- If you need to make any changes after the initial booking, please communicate directly with the specific manager of the event for which you are traveling. This is for your benefit, as these changes can affect local ground transportation (I.e., shuttle service from the airport once onsite).
- On the day of travel, flight cancellations or delays should be communicated to the MFA Event staff, using the contact information provided in the pre-event communication.
- In the event of flight cancellations or delays, please attempt to handle directly with your airline first to avoid additional fees. Should you need further assistance, you may call Direct Travel/Concur at (412)278-2300 and select option 3. In cases of emergencies, the 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 Direct Travel/Concur site. All frequent flyer miles belong to the traveler.

### **Baggage Policy**

When possible, please choose airlines where baggage is free. If this is not available, please consider taking your items as a carry-on. 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 checkin, 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, to the MFA office within twenty--one (21) days of the event. For travel related documents, please visit [education.musicforall.org/travel](http://education.musicforall.org/travel)

### **Airport Parking/Transportation**

- Each traveler is responsible for his/her own transportation costs to/from his/her respective local airport and the costs of airport parking. MFA will not reimburse the traveler for mileage to/from his or her local airport or parking costs at the airport.
- MFA will provide ground 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, and may include hotel shuttle, professional shuttle services, rental cars, Uber, or Lyft. It is the traveler's responsibility to review their pre--event communications for detailed ground transportation information.
- Each traveler should retain all receipts related to ground transportation while in the event city, and submit your reimbursement request, using the Travel Expense Reimbursement Form along with your receipt, to the MFA office within twenty--one (21) days of the event.

### **Hotel Accommodations**

- When hotels are used, MFA places one (1) traveler in a room when possible.
- MFA 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 additional costs are the responsibility of the traveler.
- At the Summer Symposium, MFA houses some of the faculty 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 federal standard rate. All mileage should be calculated from the contractor's home. 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.
- 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 forty-five (45) 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.