



Travel Policy

Revised June 2025

The goal of these travel policy approval guidelines are to save the traveler time and effort in planning while maintaining reasonable costs to Music for All (MFA). Flights will be self-booked through the Direct Travel/Concur travel site.

Important Links

Music for All Travel Information – Webpage with information and guides for using various MFA travel resources:

<https://education.musicforall.org/travel/>

Concur User Registration – Register an MFA Concur Account here if you do not already have one:

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

Concur Sign-In Page – Sign-In page for the SAP Concur Travel Platform:

<https://www.concursolutions.com>

Travel Expense Reimbursement Form – Submit mileage and baggage reimbursement requests here:

<https://musicforall.tfaforms.net/f/travel-expense-reimbursement-form>

Approval Guidelines

The approval of all travel arrangements is at the discretion of the Chief Executive Officer and Chief Financial Officer of Music for All or their designee.

Flight Arrangements

Individuals seeking air transportation are responsible for booking their air travel through Concur. Please see above for links to the Concur Sign-In and Account Registration pages.

- All flight arrangements must be made through Direct Travel/Concur. **Reimbursement for travel booked through any other source will not be considered, unless made with written pre-approval by MFA.**
- Please note the “Airport Parking/Transportation” and “Baggage” sections on Page 3 when making flight plans for costs to be incurred by the traveler.

Electronic Tickets and Travel Notifications

Tickets will be issued as E-Tickets unless otherwise requested. Direct Travel/Concur will issue an itinerary for your travel. Itineraries will be issued via email to the primary email address on your Concur Account. **Note that your Music for All username is not used for any travel notifications.**

Approval Guidelines Cont.

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" for those travelers considering ground transportation.
- It is MFA's preference to book nonrefundable economy/coach class fare options through Direct Travel / Concur. In the event of changes or cancellations, Direct Travel is frequently able to reissue nonrefundable fares as credits for future use to a traveler's MFA Concur Account.
- Direct Travel /Concur will work to obtain the best possible fare at the time of booking.
- 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.
- MFA Contractors (Clinicians, Judges, Artists, etc) may choose to use an airline outside of the preferred carrier as long as there is not a significant difference in fare. 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 round trip fares up to \$500, subject to the other approval criteria contained in this manual.** Fares exceeding the \$500 limit will require MFA approval. While the maximum is \$500, 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 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.

Approval Guidelines Cont.

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 or if your flight is changed by the airline, 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 (ie., 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. 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. **Note that there is a fee for calling the emergency number.**

Frequent Flier & Airline Rewards Programs

Relevant Advantage/Rewards program information can be added to a traveler's Concur Account after setup. All frequent flyer miles belong to the traveler. Note that MFA will not reimburse frequent flyer miles redeemed for MFA/BOA travel.

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 up to \$40 each way if the airline charges a fee. Any additional bags will be at your own cost. **Traveler's must submit a receipt for their baggage fee reimbursement through the Travel Expense Reimbursement Form within Twenty-One (21) days of the event.**

For travel related documents, please visit education.musicforall.org/travel

Airport Parking/Transportation

- Each traveler is responsible for their own transportation costs to/from their respective local airport and the costs of airport parking. **MFA will not reimburse the traveler for mileage or rideshare to/from their originating airport or parking costs at the airport.**
- MFA will provide ground transportation to and from the recommended airport(s) 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, or rideshare (Uber). 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 a reimbursement request, using the Travel Expense Reimbursement Form along with the 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.
- MFA will cover hotel parking costs for travelers driving to event hotels.
- At the Bands of America Summer Camp, 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.

Approval Guidelines Cont.

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 Travel Expense Reimbursement Form and submitted to MFA **within twenty-one (21) days** of the end 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 economy airline ticket from the traveler's home or the mileage fee, whichever is less.**
- All tolls will be reimbursed by MFA, and receipts must be attached to the Travel Expense 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.

Expenses Not Eligible for Reimbursement Include:

- Airline Club Dues
- In-Flight Movies and Refreshments
- Room Service
- Dry Cleaning and Laundry Expenses
- Speeding Tickets
- Traffic / Parking Fines
- Fuel Receipts (except for rental vehicles reserved by MFA)

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 Travel Policy.

_____ All Music for 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.

_____ 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 which deviate from the attached travel policy **must receive prior written authorization** or they will be the contractor's responsibility. These limits may include:

- Round Trip Flights with a fare **greater than \$500** (Pg. 2)
- **Booking outside of MFA's Concur portal** (Pg. 2)
- Baggage fees **greater than \$40** (Pg. 3)
- Mileage/toll fees **greater than the cost of a flight from my home airport** (Pg. 4)

_____ Contractors are responsible for their own airport parking, meals during travel, transportation to and from their local airport, and cancellation/change fees (unless requested by MFA).

_____ Contractors are responsible for all hotel incidental charges including meals, movies, or sundry items.

_____ Contractors must submit requests for reimbursement within **twenty-one (21) days** of the event to receive reimbursement.

Printed Name

Signed Name

Date