



Booking Airline Travel

When you are authorized that OTA will pay for your airline ticket; you will be given a travel agency website to use and log-in information. The airfare and agent fees are charged directly to OTA; yet travelers retain any reward miles that may apply.

If a ticket for a volunteer exceeds \$600, the travel agency will contact the OTA, to authorize issuing the ticket. Discounted non-refundable coach class tickets for courses and meetings should be purchased at least 21 days prior to travel, as this will generally yield the lowest fare available.

When you are booking any International Travel for OTA business; travel agency be getting OTA staff authorization, before your planned itinerary/ticketing becomes final.

Important Information when OTA has committed to paying for one's travel expenses:

Upgrades: Upgrade purchases are not reimbursable, **including upgrades to Economy Plus.**

Meals and Beverages: OTA will reimburse individuals for meals and beverages in conjunction with official OTA business at a rate of \$125 per day, excluding those meals provided by OTA. The entire \$125 may be applied toward dinner.

Other travel expenses: OTA will reimburse individuals for related to travel in conjunction with OTA business:

- Wi-Fi usage on flights
- Internet usage based on hotel's access charge and reasonable cost
- Hotel in-room movie or use of hotel fitness center
- Customary gratuities for baggage handling, etc.
- Ground transportation to and from airports
- Valet laundry service up to \$50 when travel covers seven consecutive days.

Master Accounts: Master accounts at hotels will cover the room and tax. Any other incidental expenses are to be paid by the traveler and claimed on the expense voucher, if appropriate. Personal expenses are not reimbursable. Examples include, child care, pet care, entertainment, and toiletry purchases.

Automobile travel: OTA will reimburse individuals traveling in conjunction with OTA business via personal automobile at the published US Government Internal Revenue Service rate per mile (\$.545 per mile effective 01/01/18). If a personal vehicle is used in lieu of airline travel, mileage reimbursement may not exceed the cost of the commercial 21-day discounted Coach airfare. Automobile rental for travel in conjunction with OTA business is discouraged.

Special Rules Regarding Add-On: Personal travel add-on is defined as travel either before or after OTA meetings that is scheduled by and at the sole discretion of the traveler. All expenses incurred with add-on travel are the responsibility of the traveler.

Expense Reporting/Receipts: Original receipts are required for each travel expense item that is \$25 or more, including taxi fares, however, the traveler is encouraged to obtain receipts for all expenses. As required under IRS guidelines receipts for meals should be detailed showing individual food or beverage items. Hotel receipts should include detailed room folios.

Expense reports (with attached receipts documenting all costs of \$25 or more) are due to the OTA within 30 days of the completed travel. This ensures timely reimbursement and accurate record keeping. Reimbursement checks are typically issued within two weeks of receipt of vouchers.

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