**Travel Approval Requirements**

- **Domestic travel:** No approval required if policy-compliant; manager approval required for exceptions.
- **International travel:** Approval requirements increase based on U.S. State Department Travel Advisory levels.
    - Level 1-2: Manager approval for most staff.
    - Level 3: Manager and SVP approval.
    - Level 4: Manager, SVP, and CFO approval.

**Booking Travel**

- Travelers should generally use **IIE's contracted travel management company** for flights, hotels, trains, and rental cars.
- Reservations made outside approved channels may not be reimbursed.
- Travel should be booked at least 14 days in advance

**Air Travel Rules**

- Must comply with the **Fly America Act** when federal funds are involved.
- Travelers should choose the lowest compliant airfare within specified arrival-time windows.
- Domestic travel should use the lowest available fare.
- Business/upgrade class for international flights over 14 hours requires CFO approval and business justification.
- Executives Fly Business Class Internationally

**Meals & Per Diem**

- IIE uses U.S. Government **M&IE (Meals & Incidental Expenses) per diem rates**.
- Receipts are generally **not required for per diem meals**.
- First and last travel days receive **75% of the applicable M&IE rate**.
- Per diem must be reduced when meals are provided by meetings or events.

**Lodging**

- Reimbursed based on actual cost, up to federal lodging limits.
- Preferred hotels should be used when available.
- **Airbnb and similar home-sharing services are not permitted.**
- Exceptions above the standard lodging limit may be approved up to 300% of the limit in certain cases.

**Ground Transportation**

- Use the lowest-cost reasonable option for taxis and shuttles.
- Compact or intermediate rental cars are the standard.
- Rental car insurance offered by vendors should generally be declined because IIE provides coverage.

**Personal and Unbillable Expenses**

- Personal expenses are normally not reimbursable.
- Personal travel may be combined with business travel if approved, but any additional cost must be paid by the traveler.

**Corporate Credit Cards**

- BTA, Individual Corporate travel and purchasing cards must be used in accordance with policy.

**Most Important Practical Rules for Travelers**

1. Book through IIE's approved travel agency.
2. Use government per diem rates for meals.
3. Stay within lodging limits.
4. Keep receipts for non-per-diem expenses of **$50+**.
5. Submit expense reports promptly through Concur.
6. Obtain required approvals before international or non-compliant travel.
7. Avoid personal expenses on corporate cards.