NRG ONCOLOGY

*Advancing Research. Improving Lives.™*

# NRG Oncology Foundation, Inc.
# Travel and Business Expense Reimbursement Policy

**Version 5: January 14, 2025**

## I. POLICY STATEMENT

Travel and business (T&B) expenses incurred on behalf of NRG Oncology must be reasonable to the business purpose and adequately documented. Approved T&B expenses will be subject to cost controls and handled with a uniform and consistent approach. Submission and reimbursement of approved expenses incurred by approved travelers shall be handled in a timely fashion. Only T&B expenses which are reasonable and adequately documented so as to satisfy the requirements of this policy, NIH grants policy and Internal Revenue Service (IRS) regulations may be reimbursed.

## II. SCOPE

This policy applies to all parties seeking reimbursement from NRG Oncology Foundation, Inc. for approved travel related to NRG Oncology business, including NRG Auditors. NRG does not pay for travel-related expenses for anyone not conducting official business on behalf of NRG Oncology.

## III. DEFINITIONS

**Approved Traveler.** An NRG Oncology representative authorized by the NRG Executive Director or a Senior Operations Director to incur travel expense(s) for the purpose of conducting business on behalf of NRG Oncology.

## IV. PROCEDURES

### A. Travel and Business Expense Report Form

Requests for reimbursement must be submitted to NRG Oncology on its Travel and Business (T&B) Expense Report Form. Blank forms are available from the Executive or Senior Director, or designee, that approved the Approved Traveler. All T&B Expense Report Forms must be signed by the Approved Traveler and received by NRG Oncology within 60 days from completion of travel. Allowable expenses are detailed below and summarized in Table 1 of this Policy.

### B. Travel Agent.

NRG Auditors are encouraged to work with the established NRG Oncology travel agency when making travel arrangements. Other Approved Travelers may also use NRG Oncology's travel agency. Information for the current vender is available from the Executive Director or the Senior Director who approved the travel or their designee.

### C. Air and Rail Travel

NRG Oncology will pay only the lowest fares available, such as economy airfare, and will not reimburse full coach fare or upgrades to first-class or business class seating for travel to the semiannual meeting.

- It is advised to book air travel at least 14 days in advance of departure. Booking less than 14 days may result in higher airfares.
- For international travel, The Fly America Act requires that grant-funded travelers use U.S. Flag Carriers or an approved foreign carrier for entry into and departure from the United States, and for any other portion of the trip when they are available. Advance approval for the use of non-U.S. Flag carriers is required. Email travelreimbursement@nrgoncology.org with an explanation of the reason for requiring an exemption and request approval in

advance of making the reservation.

- Flying personal aircraft is not reimbursable by NRG Oncology Foundation, Inc.
- Airfare paid using Frequent Flyer Miles for travel will not be reimbursed. Travelers may use their personal Frequent Flyer Miles to upgrade their flight.
- NRG Oncology will not pay change fees and fare differences in the event that a change is made to a flight itinerary for personal reasons after a ticket is issued.
- The baggage fee for one checked bag will be reimbursed.

**D. Hotel**

- Hotel reimbursement will be made with hotel receipt only for those dates required by NRG Oncology for the business purpose necessitating the travel.
- Hotel upgrades are not reimbursable.

**E. Ground Transportation**

- A receipt must be provided for reimbursement of ground transportation costs roundtrip from the airport, hotel, and from meeting sites, if applicable.
- Transportation to and from restaurants, theaters, shopping, etc., will not be reimbursed.

**F. Personal Vehicle Use**

- Reimbursement for personal car use, including tolls and parking charges, in lieu of air travel will be limited to the reduced-rate coach airfare quoted by NRG's current travel agency for the dates of travel.
  - A documented quote from the airline must be provided for the dates of travel.
  - Contact the airline at least 14 days before the starting travel date to inquire about fares.
- Mileage will be reimbursed at the approved IRS rate. See published rate for the year at https://www.gsa.gov. The distance between the approved traveler's home and place of work is considered communal and is not a reimbursable expense; mileage in excess of the traveler's normal daily commute will be reimbursed. Tolls and parking charges will be reimbursed with receipts.
- Damages, repairs or traffic violation fines are not reimbursable automobile expenses. The vehicle owner's automobile liability insurance coverage is primary coverage. The traveler is responsible for the deductible portion of the personal collision coverage and for any increased personal insurance premiums as a result of an accident.
- ***Executive Order 13513 (https://obamawhitehouse.archives.gov/the-press-office/executive- order-federal-leadership-reducing-text-messaging-while-driving) prohibits texting while operating a motor vehicle for grant-funded personnel.***

**G. Gap and Add On Travel**

- NRG does not reimburse for Gap Travel. Gap travel is defined as travel, food, lodging and incidentals for days between meetings or other travel on NRG Oncology's behalf when the individual chooses to stay at one of the locations or somewhere in between, rather than returning home between meetings.
- Add-on travel is travel either before or after meetings of NRG Oncology is at the sole discretion of the individual traveling. All add-on expenses, additional transportation costs to destinations other than home, food, lodging, and incidentals, are the responsibility of the individual.

**H. Documentation**

- When traveling, all receipts; they must be itemized. Requesting emailed receipts and taking photos for digital storage is advised.
- Complete and sign the T&B Expense Report Form and submit it with the proper documentation (original receipts) within 60 days of travel. Scanned receipts are acceptable.
- Your completed and signed T&B Expense Report Form, along with the receipts should be

e-mailed travelreimbursement@nrgoncology.org or mailed to:

NRG Oncology
Nova Tower2
Two Allegheny Center, Suite 1200
Pittsburgh, PA 15212
Attn: Travel Reimbursement

**Expense forms received more than 60 days from the completion of travel will not be processed and are not eligible for reimbursement.**

Please allow a maximum of four (4) weeks for processing of your T&B Expense Report Form from the time we receive it. If you have any questions, please send them to travelreimbursement@nrgoncology.org.

| **TABLE 1 – Reimbursable Expense Policies** | | |
|---|---|---|
| **As Applicable** | **Traveling on behalf of NRG Oncology** | |
| | **NRG Auditors** | **All Others** |
| Pre-Approval | Pre-approved audit visit information is provided by the NRG SDMC. Reimbursement may be delayed if an audit visit is not on the schedule. | Pre-approval by an Executive Director, Research Center Senior Director or a designee is required prior to incurring an expense. |
| T & B Expense Report | Include name, address, travel date, signature, and receipts for items regardless of the amount except for the meal per diem. | Include name, address, travel date, or date of expenditure, signature, and **itemized receipts for all expenses, including meals, greater than $5. Since grant funds may not be used for reimbursement of alcoholic beverages, pre-authorization is required for reimbursement of any alcohol charges.** Per diem charges are not allowable. |
| Prior to/Day after | NRG Oncology will pay for travel starting one day prior to the audit through the day after the audit, as necessary. Additional weekend travel beyond what is required to support the audit schedule which results in a higher cost is not permitted. Scheduling audits on a Friday or a Monday which would result in weekend travel and a higher cost must be approved by the NRG Oncology Director of Quality Assurance. | |

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| Hotel | Hotel stays will only be reimbursed for the days/nights required by the audit (arrival the day before the audit through the day after the audit). If travelling on a Saturday for a Monday audit, the cost savings by flying on a Saturday must be greater than the cost of an additional hotel night's stay along with the meal per diem cost. Reimbursement will not be made for hotel costs for days/nights in excess of those required by the audit. | Travelers are expected to make use of NRG Oncology's meeting hotel housing block if available. Reimbursement will not be approved in excess of the available housing block rate unless prior authorization is granted by the NRG Executive Director, the Research Center Senior Director, or designee. In accordance with the Internal Revenue Code, an itemized hotel bill or other such proof of the hotel stay is required for reimbursement, even if the hotel was prepaid. Hotel stays will only be reimbursed for the days/nights required by NRG Oncology. |
| Rental Car | Rental cars will be reimbursed with a rental receipt. Parking, tolls, and gas will be reimbursed. Do not accept the optional insurance offered by the car rental agency as this is not a reimbursable expense. | Car rental expenses will be reimbursed if required but should not exceed the cost of other available modes of transportation. Parking, tolls, and gas will be reimbursed. Do not accept the optional insurance offered by the car rental agency as this is not a reimbursable expense. |
| Maximum Reimbursement Amount | NRG Auditors do not have a maximum allowed amount. | **Domestic Approved Travelers** have a maximum reimbursement cap of $1,500 for expenses related to attending NRG semiannual meetings unless approved by the Executive Director.<br>**International Approved Travelers** do not have a maximum reimbursement cap for expenses related to attending NRG semiannual meetings. |

**Approved 14January 2025**

DocuSigned by:
Sharon Hartson Stine
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Sharon Hartson Stine
Executive Director

1/14/2025
Date

| Version | Revision Description | Author(s) | Version Date | Effective Date |
|---|---|---|---|---|
| 1 | New Policy | Joan Goldberg<br>Sharon Hartson Stine<br>Laura Reese | 16Jun2014 | 16Jun2014 |
| 2 | Policy name changed from Travel Expense Reimbursement Policy to Travel and Business Expense Reimbursement Policy. Major updates to entire policy | Katie Stoemer<br>Juie Kardell | 02Mar2022 | 02Mar2022 |

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| 3 | Receipts required for expenses greater than $5. Edits for clarity. | Sharon Hartson Stine | 21Mar2023 | 21Mar2023 |
| 4 | Edits for clarity. | Sharon Hartson Stine | 06May2024 | 06May2024 |
| 5 | Business class travel to semiannual meeting will not be reimbursed. Cap on semiannual meeting travel instituted. | Sharon Hartson Stine<br>Raechel Huff | 14Jan2025 | 28Jan2025 |