

# SNOMED International Travel Policy

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Travel Policy related queries - please email: [invoices@snomed.org](mailto:invoices@snomed.org)

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# 1 Introduction

## 1.1 Background

SNOMED International aims to meet reasonable work-related expenses incurred while conducting official, authorized SNOMED International-related business. This may include air travel, road and rail transport, car hire, accommodation or other expenses. Most SNOMED International travel expenses are handled by reimbursement, meaning the authorized traveler makes his/her own arrangements, pays for travel expenses with personal funds, and then applies for reimbursement. Notable exceptions to this point include use of a SNOMED International corporate credit card (see Section 12) and issuance of a travel advance (see Section 13).

## 1.2 Purpose

The SNOMED International Travel Policy aims to ensure that cost-efficient travel arrangements are reimbursed in a timely manner, that individuals do not lose or make money, and that the policy and procedures are in accordance with the regulations of the taxation authority of SNOMED International (UK) and other jurisdictions where necessary and dependent on where the organization's employees are based. All claimants should however, be mindful of local tax rules in relation to expenses reimbursement and be responsible for any additional personal tax liabilities that may arise in relation to amounts claimed.

To avoid unnecessary costs of travel and to support environmentally friendly policies, the organization requests that travelers always consider whether the travel is necessary. If it is possible to achieve the requisite objectives by joining the meeting by phone or video conferencing facilities, as opposed to attending in person, then these options should be discussed with the meeting organizer. There are exceptions to this for example; attendance at the April and October business meetings and Expo may be compulsory for some personnel. Please check with the meeting organizer on a case by case basis.

Whilst the organization supports 'green' travel it should still be cost-efficient and approved by the budget holder.

## 1.3 Scope

The policy is designed to cover everyone who is authorized to travel on behalf of SNOMED International, including SNOMED International employees, Management Board Directors, contracted consultants, and other individuals with appropriate authorization.

Questions about the policy should be directed to [invoices@snomed.org](mailto:invoices@snomed.org).

## 2 Who Authorizes My Travel?

### 2.1 Authorization for Individual Travel

Before you make your travel arrangements, you must secure travel authorization from the appropriate SNOMED International representative.

For information on how to do this; please see:

[Travel Authorization](#)

Please submit any travel authorization forms with your expenses unless the SNOMED International Finance Team is already aware that the trip has been authorized (note that authorizations through Google forms automatically send approval and denial emails to the Finance Team; traditional travel authorization forms on Word documents should be submitted with the

expenses). Once the Finance Team receives your expenses and authorization, they will check over the expense claims and then ask the appropriate SNOMED International representative to approve the claims. The table below outlines the roles in authorizing travel and expenses:

**Table 1: Travel Approvers**

Traveler	Authorizes Travel Before the Trip	Authorizes Expense Claims After the Trip
SNOMED International employees other than the CEO	Traveler's manager	CEO or delegated authority
CEO	Management Board Chair	Management Board Chair
Management Board Directors (based on <a href="#">Policy on Financial Support for Travel of non-Employees</a> )	CEO or Finance & Corporate Services Executive Lead	CEO or Finance & Corporate Services Executive Lead
Management Board Chair	FA&RC Chair	FA&RC Chair
Company Secretary	CEO	CEO
GA Executive Committee members	CEO	CEO
Independent Contractors	Traveler's manager or the CEO	Traveler's manager or the CEO
Other individuals conducting business on behalf of SNOMED International	Traveler's manager, the CEO, or an appointed committee	Traveler's manager, the CEO, or an appointed committee

## 2.2 Authorization for Group Travel

Authorization is required from the Line of Business budget holder for group travel, whether budgeted or unbudgeted, when the collective costs of the meeting total USD 5,000 or above. Examples of these types of meetings include:

- Any team meetings where travel or hotel costs are involved;
- Any conference attendance and travel;
- Any meetings with Member countries.

For these approvals, please fill out and submit the Group Travel Approval Form (instructions are on the form itself), available at:

<https://drive.google.com/a/ihtsdo.org/templates?type=spreadsheets>

Once approved by the budget holder, a pdf of the Group Travel form should be emailed to [invoices@snomed.org](mailto:invoices@snomed.org)

The form specifies the format of the unique reference number that should be added to each request.

Travelers that have been approved to travel via the Group Travel request process do not need to complete an individual travel approval form.

Approval must be given before any contracts or travel is booked, so please request approval well in advance of the intended conference or meeting.

## 3 How Long After My Travel Should I Submit My Expense Claim?

SNOMED International recommends that you submit your expense claim as soon as your travel period has ended. All expenses on the corporate credit card must be submitted no later than 10 days after the statement date. **Please note that SNOMED International will not accept any claims after 2 months have lapsed since your travel.** Exceptions to these policies require approval by the CEO.

## 4 How Do I Submit My Expense Claims?

SNOMED International processes travel expense claims with two different systems:

zExpense: an online system used by SNOMED International employees or other authorized users. For instructions on how to access and use zExpense, please see [Claiming](#) expenses, or contact [invoices@snomed.org](mailto:invoices@snomed.org).

SNOMED International Travel Expense Form (available on the our [FAQs](#)): a spreadsheet, supplemented with receipts, used by all other authorized travelers. Normally the spreadsheet and receipts can be scanned and emailed to [invoices@snomed.org](mailto:invoices@snomed.org), but travelers should maintain paper copies at least until they receive reimbursement.

Please remember to retain all receipts when itemizing expenses; reference section 6 below for details on itemized expenses.

## 5 How Do I Calculate My Travel Period?

SNOMED International will normally only reimburse costs for the days that work-related events take place and for transport to/from any such events by the most expeditious route.

### 5.1 Combination of official travel with personal travel

If you wish to take some personal time in conjunction with your official travel, it is at your own expense and your own risk. Please keep in mind that SNOMED International assumes no responsibility or obligation with regard to any personal leave, travel arrangements and associated costs made in conjunction with official travel. Transportation or additional stopover costs to locations you wish to visit for personal reasons in conjunction with work are at your own expense. Similarly, should you wish to spend extra days at your hotel, those extra accommodation fees are your own responsibility and you will not receive per diem for the extra time. If you travel to a destination for a personal visit prior to a work-related event and then become ill or are otherwise

unable to attend the work event, you will not be entitled to claim reimbursement of those travel expenses unless the CEO agrees to make an exception to the rule.

Personal time should be identified when seeking initial authorization for travel and when submitting claims. Documentation of these costs must be provided, with evidence of the difference of the costs incurred.

### 5.2 Extension of travel time to reduce costs

In some cases, there may be significant savings for the organization if the time at a destination is extended beyond the scheduled work-related travel period (e.g. because flight costs may be cheaper with a Saturday night stay). In this case, extension of the scheduled travel period with associated costs may be approved by the CEO in advance of any travel arrangement being made. Please inquire with the person who has authorized your travel (see Section 2).

Please note that the traveler will be reimbursed for the costs of additional accommodation and/or other expenses only if the total expenditure is shown to be less than it would have been for the originally scheduled period. In other words, keep a copy of that original overpriced flight ticket offer to prove how much money you saved!

## 6 Per Diem, Meals and Related Expenses

For Per diem, Meals and Related Expenses, please refer to v3.16 of the SNOMED International Travel Policy for all travel undertaken until 31 December 2018.

Effective for travel undertaken from 1 January 2019, for all authorized travelers, unless otherwise informed, per diem is provided based on the following guidelines:

## 6.1 Travel period less than 24 hours

A per diem does not apply if the travel period is less than 24 hours. SNOMED International will instead reimburse reasonable meal expenses based on receipts.

## 6.2 Domestic travel (travel period more than 24 hours)

As of 1 January 2019, domestic travel that is greater than 24 hours in length is now eligible for either itemized expense reimbursements (based on receipts) or per diems. This applies to all employees in all countries except those in which regulations preclude the tax-free provision of per diems, which presently applies to the UK.

Non-UK based employees who travel within their country of residence and are away from home for over 24 hours may elect to either take a per diem for the entirety of that period of travel (as per rates in table below), or to submit itemized expenses for that period of travel. Should you choose to itemize, any expense you claim must be accompanied by a valid receipt or paid for on a corporate credit card and receipted accordingly. Without a receipt, there will be no reimbursement. Please note that the cost of a meal should generally be consistent with or lower than the amount of the per diem that would otherwise have been provided. The amount of the per diem shown is for 3 meals and for incidentals. Therefore, please ensure you use the %

allocations in Table 4 to compute how much is allowable for each meal. The organization accepts that for some destinations the per diem rate may be exceptionally low, in such instances it may

not be possible to stay within the allowable amount. These instances should be notified to the budget holder as soon as possible.

UK-based employees must continue to submit itemized expenses for any period of travel within their country of residence regardless of duration. Any expense you claim must be accompanied by a valid receipt or paid for on a corporate credit card and receipted accordingly. As stated above, without a receipt, there will be no reimbursement.

**Table 2: Per Diem rates available for Domestic travel exceeding 24 hours**

Home Country	Per diem	Comments
Australia	AUD 157/per day	
Canada	CAD 107/per day	
Denmark	DKK 509/per day	
Germany	EUR 24/per day	
United Kingdom	N/a	Claims must be based on actual costs incurred supported by receipts
United States	USD 55/per day	The standard recommended rate issued by the US tax authority is used, to avoid the administration burden of applying various rates from state to state

## 6.3 International travel (travel period more than 24 hours)

- For travel periods of more than 24 hours, travelers may elect to either take a per diem for the entirety of that period of travel, or to submit itemized expenses for that period of travel (except in the case of UK based travelers traveling within the UK, as noted above). As above, any itemized expense claimed must be accompanied by a valid receipt or paid for on a

corporate credit card and receipted accordingly. Without a receipt, there will be no reimbursement.

- For claimants based in Denmark, per diems are set in accordance with guidance published by the Danish Taxation Authority. For claimants based in Germany, the per diem is determined by the location of travel in accordance with government regulations published by the German Taxation Authority. ([Danish](#) and [German](#) rates are available here)
- For claimants based outside of Denmark and Germany, per diem rates for meals and incidentals vary by the country of destination (all listed below in USD). Note that the rates listed in Table 3 are based on the lowest rates as published by the tax authorities across the jurisdictions that employees are employed in, to avoid potential tax liabilities for employees.
- Travel to some countries also have different rates for the different cities travelled to within a particular country. SNOMED International has chosen the rate for the capital city of each destination country.
- In some cases, claimants may find that the rates applied are higher or lower than the rates published by the tax authority applicable to the claimant. Claimants should deal with any tax liabilities, arising from receiving higher per diems than allowed by the applicable tax authority, in accordance with the applicable taxation regulations. SNOMED International will not make claims on any claimant's behalf and/or be liable for any taxes incurred by claimants from the payment of per diem allowances.



**Table 3: Per Diem Rates (applicable to claimants based outside of Denmark and Germany)**

Country	Rate specified in USD	Country	Rate specified in USD
Argentina	10	Korea	142
Australia	138	Lithuania	85
Austria	102	Luxembourg	125
Belgium	87	Malta	85
Brazil	69	Mexico	53
Brunei	95	Netherlands	82
Canada	111	New Zealand	123
Chile	66	Nigeria	64
China	88	Norway	98
Columbia	43	Peru	96
Cyprus	108	Philippines	83
Czech Republic	58	Poland	90
Denmark	137	Portugal	85
Estonia	69	Russia	76
Finland	94	Saudi Arabia	126
France	134	Singapore	132
Germany	82	Slovakia	61
Greece	77	Slovenia	75
Hong Kong	104	South Africa	28
Hungary	57	Spain	126
Iceland	129	Sweden	103
India	88	Switzerland	158
Ireland	113	United Arab Emirates	167
Israel	95	United Kingdom	153
Italy	103	United States	92
Japan	103	Uruguay	92

\* Note: A majority of the per diem rates are as [published by HRMC](#) (last updated in November 2017) unless another jurisdiction reflects a lower rate, which has then been applied instead.

- For other countries not listed in Table 3, please contact [invoices@snomed.org](mailto:invoices@snomed.org) for rates.
- For all authorized travelers, if the traveler receives meals at no cost during his/her trip (e.g. a meal on an airplane or lunch that is included in a conference fee or provided to participants in a meeting) the allowance should be reduced by the percentages set by the Danish Taxation Authority as detailed in Table 4. If using the zExpense automated system, the calculation is done for you after you enter the number of meals you received. For claims submitted by external claimants using the manual expense form, the Finance team will ensure the correct deductions are made based on the information supplied by the claimant.

**Table 4: Per Diem Allocation**

Meals	Reduction
Breakfast	15 %
Lunch	30 %
Dinner	30 %
Other reasonable expenses (see notes below)	25%
Total	100 %

**Notes to Table 4: Other reasonable expenses**

25% of the per diem allowance is intended to cover reasonable expenses such as:

- Excess luggage for personal items in case of travel over extended periods of time;
- Foreign currency commission charges
- Maps for the destination
- Laundry or dry cleaning
- Personal phone calls

The fact that these expenses are covered by per diem means that they cannot be claimed as separate line items.

## 6.4 Group meals

- If multiple SNOMED International-funded travelers attend the same event (e.g. a dinner), an attending SNOMED International Management Team member may agree to pay the costs of the event for the group. In such case, the Management Team member should provide SNOMED International with receipts, names of attendees, and any other relevant information.
- The other attendees may not claim the same expense, and their per diems should be reduced by the appropriate level (see table in Section 6.3 for levels).
- Please note that the cost of an event should generally be consistent with or lower than the amount of the per diem that would otherwise have been provided. Budget holders should

be mindful of this when booking restaurants. For example, the per diem rate for travel to the US is USD 96, 30% of this is considered to cover the evening meal equating to USD 28.80 per person. If a group dinner covered 10 attendees, the total funding available to cover the meal would be USD 288. Any exceptions to this should be approved by the budget holder.

## 7 Accommodation Expenses

- Reasonable accommodation expenses (USD 200/night or below, not including tax) are reimbursed based on the submission of receipts.
- For accommodation expenses above USD 200/night, advance approval in writing is required from the responsible authorizing person from SNOMED International (see Section 2).
- An exception is made for hotels in the UK, where accommodation expenses up to GBP 200 are allowable (as opposed to USD 200/night) per night (not including VAT) without pre-approval.

## 8 Air and Rail Transportation Expenses

- You are generally responsible for booking your own travel. SNOMED International will reimburse reasonable air and rail transportation expenses to and from approved work-related events based on receipts. Where receipts are not provided, tickets can be submitted to SNOMED International. Original airline boarding passes do not need to be included in the submission. Please try to ensure that receipts submitted can be used to verify the start and end times of any travel, where this is possible.

**Management Board, Company Secretary and CEO** are entitled to business class travel for all flights irrespective of the duration.

**Senior Management Team** are entitled to book Business class travel for the following scenarios:

- Medical reasons;
- Duration of journey (e.g. for flights of 6 or more hours duration or for night flights of 5 or more hours where work-related events begin within 24 hours of arrival);
- Higher Class reimbursed by other payer (e.g. where SNOMED International traveller is being reimbursed by an outside organization that is prepared to pay for a higher class of travel);
- Cost effectiveness or
- Other exceptional circumstances (e.g. the traveler will work during the journey on time-sensitive projects and such work could not be completed in economy class travel, or when there is a short period of time between arrival and critical events at which the traveler is representing SNOMED International).

### Other travelers:

In general, SNOMED International will reimburse the costs of economy class travel to the airport/station closest to the destination. Exceptions (premium economy or occasionally business class) to this policy must be approved by the Budget Holder. Exceptional circumstances may include:

- Medical reasons;
- Duration of journey (e.g. for flights of 6 or more hours duration or for night flights of 5 or more hours where work-related events begin within 24 hours of arrival);

- Higher Class reimbursed by other payer (e.g. where SNOMED International traveller is being reimbursed by an outside organization that is prepared to pay for a higher class of travel);
- Cost effectiveness or
- Other exceptional circumstances (e.g. the traveler will work during the journey on time-sensitive projects and such work could not be completed in economy class travel, or when there is a short period of time between.

Please note that with advanced approval, authorized travelers covered by the SNOMED International Travel Policy may be permitted to choose a different route or mode of transport on condition that any extra costs are at his/her charge (see Section 5.1 for more information).

## 9 Flight Passes and/or Other Corporate Schemes with Airlines

- Flight Passes and/or Corporate Schemes with airlines are currently only available to employees.
- These schemes should not be put in place for SNOMED International travel without approval from the CEO and Finance and Corporate Services Executive Lead.
- Users of such schemes will be required to provide a statement from the Airline showing the flight credits purchased, the cost of such credits and details of the flights booked.
- Where a Corporate Scheme has been put in place, the Finance Team will either obtain statements direct from the Airline or via the appointed staff Member responsible for the Corporate Account.
- Flight Passes should be expensed via zExpense. The Finance Team will handle payments required for Corporate Schemes.

## 10 Travel by Taxi, Public Transportation, or Private Vehicle

- Necessary ground transportation, including airport shuttles, public transportation and taxis, can be claimed by submitting receipts. When receipts are not available, tickets can be submitted. Claims should be reasonable, e.g. do not take a taxi when there's a perfectly good train that could take you to the same place.
- A personal vehicle may be used when more appropriate than public transportation, but SNOMED International does not provide insurance for the vehicle or third-party liability connected with the use of a private vehicle. Travelers authorized to use their personal vehicles must ensure that their insurance legally covers damage to the vehicle and third-party liability when the vehicle is used for transportation to the work-related event. Individuals shall have no claims against the organization in respect to any damages caused to their vehicles or its contents or in respect to damages paid to a third party. When travel by personal vehicle is authorized, travelers will receive a kilometer allowance for a direct journey at rates set by the tax departments in the respective jurisdictions.
- As of 1 January 2019, the mileage rates listed in Table 5 will apply.

**Table 5: Mileage Rates**

Country of Residence	Rate per Mile	Rate per KM	Per KM (USD)
Australia	AUD 1.09	AUD 0.68	0.53
Canada	CAD 0.87	CAD 0.55	0.43
Denmark	DKK 5.73	DKK 3.56	0.61
Germany	EUR 0.73	EUR 0.45	0.55
United Kingdom (for mileage travelled between 1 to 16,093km/year ie. 10,000 miles/year)	GBP 0.45	GBP 0.28	0.39
United Kingdom (for mileage travelled over 16,093km/year ie. over 10,000 miles/year)	GBP 0.25	GBP 0.16	0.22
USA	USD 0.58	USD 0.36	0.36

Employees using zExpense, click on "Compensation" and select your country of residence.

To claim reimbursement for these costs, the precise number of kilometers, not miles, driven in the private vehicle must be submitted to SNOMED International. Please provide addresses of where journey commenced and ended.

If you parked at the airport or train parking lot, you may request reimbursement for the cost. If someone dropped you off at the airport/station, you may claim kilometers for that person to drive to the airport and back home again (the same goes for instances of someone picking you up from the airport or train station).

## 11 Incidental Expenditure During Travel

Reimbursement may also be claimed for work-related expenses while on official travel if receipts are provided in the expense claim. Examples of such expenses include:

- Internet, postal, telephone, and fax expenses incurred for official purposes;
- Photocopying, printing and reproduction of official documents;
- Vaccinations required or recommended for the country of destination by medical authorities;
- Official visa and document costs required by the country of destination;
- Excess baggage charges for the transport of documents or equipment required for official purposes (e.g. booth for a conference).
- Any work-related items/material. Pre-approval may be required prior to purchase.

## 12 Currencies

Expenses may be submitted in, and will be reimbursed in, your preferred currency. Please note that:

- If SNOMED International has instructed you to submit an expense claim using the online zExpense system, currency exchange conversions are automatically performed in the system.
- If SNOMED International has instructed you to submit an expense using the manual Travel Expense Form spreadsheet, please use either:

The exchange rates as provided by:

- <http://www.oanda.com/currency/converter/> using the rate on the first travel day. If you start traveling on a Saturday, Sunday or bank holiday, use the rate from the next business day (currency exchange rates are only provided on working days or;
- •The exchange rate you actually received from a bank or other service provider. To use this method, you must provide a statement or receipt with the currency conversion rate together with your expense claims. Note that you may not claim currency conversion fees for reimbursement unless you are not claiming per diem (see section 6.2.2 above).

## 13 SNOMED International Corporate Credit Cards

In general, travelers who have been issued SNOMED International corporate credit cards should use those cards to pay for any significant work-related travel expenses. If the person is receiving per diem, any meals charged to the card will be deducted from the total owed to the employee. If those charges are higher than the total owed by SNOMED International to the employee for expense reimbursement, the traveler must repay the difference to SNOMED International. The SNOMED International corporate credit card should not be used for cash withdrawals or personal expenses unless in exceptional circumstances authorized by the CEO.

SNOMED International corporate credit cards are only available to employees if approved by the CEO. Exceptions to this would also require CEO approval.

## 14 Travel Advances

- Travelers who do not have a SNOMED International corporate credit card may request a travel advance. Such requests must be made at least 14 days in advance of the commencement of travel and they must be approved by the CEO.
- As a guideline, a travel advance may cover known expenses (e.g. hotel costs), plus no more than 75% of the total meal allowance expected to be due to the traveler.
- Any travel advance will be deducted from the amount owed by SNOMED International to the traveler. If the advance was higher than that amount, the difference must be repaid to SNOMED International. Questions about travel advances should be directed to [invoices@snomed.org](mailto:invoices@snomed.org).

## 15 Travel Costs Paid by Another Organization

In cases in which an organization other than SNOMED International has offered to pay part or all of the travel or other costs incurred by an authorized SNOMED International traveler, the traveler can either:

- Pay the expenses personally and receive reimbursement directly from the other organization. In this case, the travel rules of the external authority apply and the traveler is responsible for paying any taxes associated with the reimbursement; or
- Ask SNOMED International to pay the expenses according to the SNOMED International Travel Policy and ask the other organization to reimburse SNOMED International. In this case, it is the traveler's responsibility to complete any documentation required by the other organization and to pursue reimbursement from that organization.

## 16 Honoraria

If you are offered an honorarium (e.g. a speaker fee), that honorarium shall be the property of SNOMED International. SNOMED International is responsible for any associated tax payable in accordance with the Danish Taxation Authority.

## 17 Airmiles/Bonus Points/Other benefits accrued from loyalty schemes

- Airmiles, bonus points or other benefits from loyalty schemes offered by airlines/other organizations may be earned by the traveler while travelling on behalf of SNOMED International.
- Redemption of such points, or any privately earned points from non-SNOMED International travel, against future trips on behalf of SNOMED International is at the discretion of each traveler.
- Should points be redeemed against travel expenditure incurred on behalf of SNOMED International, the traveler must claim the net cost of the travel after the points have been redeemed. SNOMED International will not repay the cost of any points/airmiles redeemed.
- All airmiles, bonus points or other benefits earned during SNOMED International related travel accrue to, and are the responsibility of, the traveler. The traveler is responsible for any taxation liability arising on these items.