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5 # DMTF Travel Policy

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42 # Introduction

43 This document defines the DMTF Travel Policy. This policy is for the reimbursement by the DMTF for
44 travel that members or officers may incur as part of their travel on the behalf of the DMTF.

45 This document was prepared by the Executive Committee.

46 DMTF is a not-for-profit association of industry members dedicated to promoting enterprise and systems
47 management and interoperability. For information about the DMTF, see http://www.dmtf.org.

48   **DMTF Travel Policy**

1   Roles and responsibilities

50   This clause defines the roles and responsibilities of the DMTF Travel Policy.

51   In the event that the VP of Finance is unavailable, the Assistant Treasurer may temporarily act in their
52   stead with respect to the processes defined in this document provided at least three other DMTF
53   Executives have given their approval. This document is also subject to the rules and responsibilities
54   specified in DSP4014.

2   DMTF travel policy

56   As a general policy, the DMTF does not compensate members for their travel. The DMTF Board of
57   Directors believes that from time to time requests will be made to provide travel expense re-imbursement
58   for members who can not get the funds to support DMTF related travel from their employer or member
59   organization. We therefore believe it is important to clarify the DMTF policy in advance so that members
60   have a clear understanding of our policies and procedures regarding these requests. It is important that
61   the DMTF as a non-profit is funded almost entirely by member contributions via dues and other
62   associated fees. It is the responsibility of the DMTF Board to oversee and properly dispense these funds
63   for the overall good of the all of the members.

64   We realize that extreme circumstances may arise when a DMTF member who is employed by a members
65   company, will be require to travel and be critically needed to support a particular DMTF event. We also
66   realize that under certain circumstances that DMTF member may not be able to get support for re-
67   imbursement for travel expenses form their employer or member organization.

68   The DMTF assumes no liability for those approved to travel. The approved person is also assumed to
69   have latitude to make travel arrangements with their own company resources/agency or industry-at-large
70   services; none will be provided by the DMTF.

71   This policy is for those individuals that have exhausted all normal channels for funding from their
72   employer or members organization and their presence is essential at a DMTF event. Those individuals
73   should make a request stating the purpose and nature of the travel and the benefit to the DMTF and must
74   show proof of denial for travel funds through their normal channels prior to applying for travel expense re-
75   imbursement from the DMTF.

76   **From our current Bylaws:**

77   *"4.18 **Compensation**.*

78   *Directors and members of committees may receive reimbursements of expenses in accordance with*
79   *policies or resolutions adopted by the Board of Directors. Directors and members of committees shall not*
80   *otherwise be compensated for services."*

81 ## 2.1 Travel policy details:

82 All travel approval must be done with either 100 percent affirmative vote of DMTF Executive Committee or
83 by normal DMTF Board voting procedures. If at all possible, the request should be approved by the DMTF
84 Board. Only in the case of timing considerations, and if the estimated expenses are within the Executive
85 Committee's authorization limit, should the vote take place at the Executive Committee. An estimate of
86 travel expenses must be provided prior to any vote.

87 DMTF Travel guidelines to be followed:

88   1)   Air travel is coach, with pre-approval of price of ticket

89   2)   Rental car is no larger than intermediate; if rental car not needed, then shuttle - no limo or
90   individual taxi (for long distances)

91   3)   Number of days travel dictated as 1 day before the individual is needed and 1 day past the day
92   the individual is needed; specific to covering room nights, meals, number rental car days

93   4)   Meals not to exceed $50/day. Any day the event is providing a meal, no meal allowance for that
94   meal

95   5)   No expenses related to entertainment will be reimbursed by the DMTF.

96   6)   Phone and Internet charges not to exceed $20/day

97   7)   DMTF to select hotel and pre-approve

98   8)   All expenses filed with receipts within 30 days for reimbursement

99   9)   An annual report highlighting details regarding individual travel details, purpose, and destination
100   will be given to the Board of Directors during the month of April by the VP of Finance for any
101   such travel expenses incurred during the previous fiscal year.

102 # ANNEX A
103 # (informative)
104
105 # Change log

Version	Date	Description
1.0.0	2009-06	
1.0.1	2009-08	Change to DSP format
1.1.0	2016-11-21	Added Asst. Treasurer role. Cleaned up the introduction for consistency.

106 # Bibliography

107 DMTF DSP4014, *DMTF Process for Working Bodies 2.6*,
108 http://www.dmtf.org/sites/default/files/DSP4014_2.6.0.pdf

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