

U.S. Energy Foundation and Energy Action Fund: Event Travel Expense Policy - For MV-FIP External Recipients

Purpose

This policy establishes clear guidelines for incurring, tracking, and submitting expenses for travel related to U.S. Energy Foundation (EF) or Energy Action Fund (EAF) events.

General Rules and Procedures




All participants should make reasonable efforts to secure the lowest possible prices and rates for business-related travel and expenses.

Participants must submit their expense reimbursement reports within the designated timeframe set by the event coordinator. An itemized receipt or Missing Receipt Declaration is required for each business expense, regardless of the dollar amount.




Please direct questions to the event coordinator, including requests for exceptions to this policy.

Travel Expenses



The following tables outline common travel expenses, their conditions, and whether they are eligible for reimbursement.


Air Travel	
REIMBURSABLE EXPENSE 	<ul style="list-style-type: none">● Coach and Main Cabin Class (only): Includes checked baggage fees and in-flight Wi-Fi● Airport Parking: In lieu of hired ground transport and if the total expense is reasonably equivalent
NOT REIMBURSEABLE 	<ul style="list-style-type: none">● Business and First Class airfare● Airline travel insurance● Airline lounge fees● In-flight Wi-Fi annual subscriptions● TSA PreCheck, Global Entry, and CLEAR membership fees
RULES 	<ul style="list-style-type: none">● Purchase airfare shortly after a travel need is confirmed, preferably no less than five weeks prior to your flight date to secure lower fares.

Lodging




<p>REIMBURSABLE EXPENSE </p>	<ul style="list-style-type: none"> ● Nightly Rate: Provided by EF and EAF to participants at no cost ● Hotel Wi-Fi ● Tips: \$5 per night for your room; \$3 per bag carried or per each service provided ● On-site Parking: Self parking is preferred over valet. ● Business Center: For event-related use
<p>NOT REIMBURSEABLE </p>	<ul style="list-style-type: none"> ● In-room movies ● Room service meals ● Minibar purchases ● “No-Show” charges ● Laundry (except on trips over seven days) ● Valet, personal, or concierge services
<p>RULES </p>	<ul style="list-style-type: none"> ● Confirm event participation by the deadline, so the coordinator can secure your lodging. ● Alert the coordinator immediately if your lodging needs change, including cancellations. ● Obtain an itemized bill for reimbursable hotel expenses that are separate from the lodging expenses covered by EF and EAF (e.g., parking, business center). ● Submit a Missing Receipt Declaration for cash tips to be reimbursed.

Ground Transportation


<p>REIMBURSABLE EXPENSE </p>	<ul style="list-style-type: none"> ● Transportation Between Airport and Event Venue: <ul style="list-style-type: none"> ○ Taxi/Uber/Lyft/Waymo/any car service equivalent: up to \$100 each way ○ Shuttle/Bus/Train/Subway: no maximum ● Local Area Transportation for Event Purposes (only): <ul style="list-style-type: none"> ○ Taxi/Uber/Lyft/Waymo/any car service equivalent: up to \$60 per day ○ Shuttle/Bus/Train/Subway: no maximum ● Tips: Maximum of 20% of base fare; \$3 per bag carried or per each service provided
<p>NOT REIMBURSEABLE </p>	<ul style="list-style-type: none"> ● Train and other transport travel/trip insurance ● Limousines, luxury Uber or Lyft, or similar transportation



RULES 	<ul style="list-style-type: none"> • Consider which mode of transportation is the most reasonable for your situation. Upgraded ground transportation is reasonable when safety is a concern. • Ride share with colleagues, when possible. • Compare rates for available transportation options, especially when surge pricing is in effect.
---	--

Rental Vehicles




REIMBURSABLE EXPENSE 	<ul style="list-style-type: none"> • Daily Rental Rate: Select the most reasonable vehicle for the situation, since the vehicle size and type will determine the daily rate. • Fuel/Electric Vehicle Charging: Select to self-refuel/recharge, instead of the rental agency's fuel pre-payment plan. • Rental Insurance: Collision and loss damage waiver (CDW/LDW) insurance • Parking
NOT REIMBURSABLE 	<ul style="list-style-type: none"> • Car washes • Fines, parking tickets, and similar fees • Sports or luxury vehicles • Oversized vehicles, unless there is a reasonable need
RULES 	<ul style="list-style-type: none"> • Ride share with colleagues, when possible.

Personal Vehicles

REIMBURSABLE EXPENSE 	<ul style="list-style-type: none"> • Mileage: Reimbursed at the annual business mileage reimbursement rate—determined by the Internal Revenue Service—and applied to the actual mileage driven. <i>Note: In the Event Participant Expense Reimbursement Portal (link will be provided by Event coordinator), the mileage rate is updated annually in accordance with IRS guidelines and is preset - therefore, only the mileage should be entered. The system automatically calculates the total. The mileage reimbursement rate is set at a level that includes compensation for both fuel and electric vehicle charging used, as well as wear-and-tear on the vehicle.</i> • Parking • Tolls
--	---

<p>NOT REIMBURSEABLE </p>	<ul style="list-style-type: none"> • Car washes • Fines, parking tickets, and similar fees • Separate fuel/electric vehicle charging expenses
<p>RULES </p>	<ul style="list-style-type: none"> • Participants are responsible for having (1) a valid, active driver's license, (2) a vehicle with active registration in its home state, and (3) the required auto insurance coverage.

Meals and Beverages

<p>REIMBURSABLE EXPENSE </p>	<ul style="list-style-type: none"> • Daily Meals: Provided during the event by EF and EAF to participants at no cost. Meals while traveling to and from the event are reimbursable. • Tips: Maximum of 20%.
<p>NOT REIMBURSEABLE </p>	<ul style="list-style-type: none"> • Event Overlap Meals: Meal expenses that overlap with event-provided meals <i>Exception: If available event-provided meals do not meet dietary restrictions, alternate meals are reimbursable.</i>
<p>RULES </p>	<ul style="list-style-type: none"> • Confirm event participation and dietary restrictions by the deadline, so the coordinator can plan meal needs. • Alert the coordinator immediately if your event participation will change, including cancellations. • Receipts or Missing Receipt Declarations are always required, regardless of the dollar amount.