

**RIDER 107  
TRAVEL POLICY**

Guidelines for all reimbursable Contractor travel expenses are as follows:

1. **Airfare:** MD Anderson will reimburse Contractor for any air travel in excess of two hundred (200) miles, unless otherwise agreed in advance by MD Anderson. Such air travel must be in regular coach or economy seating (state rate or corporate rate, whichever is lower), and MD Anderson will not reimburse Contractor for first class air transportation, unless approved in advance in writing by MD Anderson's Chief Financial Officer. To maximize discounted airfares, Contractor, with the cooperation of MD Anderson, will endeavor to schedule on-site visits far enough in advance to take advantage of any advance-purchase discounts. In the event MD Anderson cancels meetings or on-site visits, Contractor may submit for reimbursement any advance-purchase cancellation penalties imposed by the airline.
2. **Hotels:** Contractor must utilize corporate or state rate discounts (whichever is higher) for hotel accommodations, and such hotel accommodations may not exceed the then-current U.S. General Services Administration rates, which may be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
3. **Meals:** The maximum reimbursable amount per person per meal is \$50.00, and the total maximum reimbursable amount per person per day is \$150.00, prior to adding any tips. Departing from an MD Anderson facility prior to 12:01 p.m. negates reimbursement for any meals for that day, and meal expenses are only reimbursable for Contractor personnel who travel fifty (50) miles or more and stay overnight.
4. **Rental Cars:** Rental cars must be the least expensive, air-conditioned, automatic transmission, mid-size car available to Contractor under corporate rate programs. MD Anderson will not reimburse Contractor for any rental car insurance coverage.
5. **Parking; Other Transportation:** MD Anderson will reimburse Contractor for ground transportation, parking costs, and tolls. Only standard ground transportation, not premium, is permitted.
6. **Mileage:** MD Anderson will reimburse Contractor for personal automobile mileage charges based upon actual miles to and from the appropriate Contractor office to and from the applicable MD Anderson facility, at the standard mileage reimbursement rate recognized by the State of Texas at the time of travel.
7. **Tips:** Tips may not exceed 20% of the pre-tax total for an expense.
8. **Miscellaneous:** Miscellaneous expenses (i.e., checked bag fees, etc.) may not exceed \$50.00 per person per day.

The MD Anderson Project Coordinator must provide prior written approval of all travel expenses, and MD Anderson will not reimburse Contractor for expenses that do not receive prior written approval. Contractor must submit invoices for expenses to MD Anderson within forty-five (45) days of the conclusion of travel. All invoices must be compliant with Rider 116.

Contractor must submit to MD Anderson all travel expenses with original receipts, and MD Anderson will not reimburse Contractor for expenses that are not accompanied by original receipts. MD Anderson will only reimburse travel expenses at actual cost and will not reimburse for any state, federal, or local taxes.