

## 2.1- Airline Ticketing and Hotel Reservations

1 Employees who are required to travel for business on behalf of the Foundation Osteopathic  
2 Emergency Medicine must purchase airline tickets through the designated travel agency a  
3 minimum of 90 days prior to business meetings. Meetings called by related groups may not be  
4 announced in sufficient time to allow this window and therefore, the employee should attempt  
5 to meet a 30 day pre-meeting period.

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7 Hotel Reservations for all company-related trips will be done on the above timetable. Any  
8 employee wishing to extend his or her stay should notify the Executive Director and President  
9 of his or her desire to do so at their own expense.

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11 If the employee wishes to bring family or friends with, reservations can be made through the  
12 same process, however, the employee will be responsible for the cost of the additional hotel  
13 room, days extended and airfare for him or her and their traveling companions. In no instance  
14 will FOEM be responsible for charging such tickets on the company's charge cards or travel  
15 accounts. If done so, the employee will be responsible for repaying the FOEM in one lump sum  
16 payment or this amount will be withdrawn from the next payroll in one payment.

### Alteration of Tickets

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21 Employees seeking to alter their dates of travel (either to or from a meeting site) or class of  
22 travel may do so only with the written pre-approval of the Executive Director or the President  
23 of the FOEM in cases of emergency, or at their own, personal costs. Changes of this type may  
24 not be posted to Foundation credit cards or through the travel agent.

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26 If the employee changes a ticket and charges it to either the Foundation's credit card or the  
27 travel agent, without the express written approval of the Executive Director or President, he or  
28 she will face disciplinary action, including suspension without pay or termination.