



## Food Safety Strategy Travel Policy

The Food Safety Strategy (FSS) travel policy is designed to protect the health and safety of employees and subcontractors while responsibly managing client funds.

### Travel Expense Process

- FSS typically pays travel expenses upfront (e.g., airfare, lodging, ground transportation, meals, incidentals).
- Exceptions may apply (e.g., client-provided hotel room blocks).
- Expenses are documented and submitted with receipts, or proof of cost as part of an invoice.
- Clients pay according to the terms of the agreement.

### Airfare

- Scheduled during business hours when possible
- Nonstop when feasible; includes carry-on
- Business class for flights  $\geq 4$  hours

### Ground Transportation

- Clients are encouraged to share local transportation guidance, including public transit access, rental car recommendations, or hosted transportation options.

### Lodging

- Minimum 3-star hotel (or equivalent client-provided lodging)
- Must include a desk, private bathroom, and reliable Wi-Fi (upgrades reimbursable if needed)
- Located within a reasonable distance of the venue
- Each FSS consultant is provided a private room
- Travel timing may require 1–2 additional nights

### Meals

- Clients cover three meals for full travel days; two for partial days
- No reimbursement for meals provided by hotels or events
- Alcoholic beverages are not reimbursable
- Shared meals are reimbursed only for the FSS portion, with documentation



## **Additional Considerations**

- A standard 20% gratuity applies to meals and drivers
- If travel includes personal or secondary destinations:
  - FSS covers additional costs beyond the client engagement
  - Client reimburses return travel at the equivalent cost to return to home base
- Clients are responsible for expenses related to travel delays (e.g., lodging, meals)
- Non-refundable costs remain the client's responsibility when cancellations fall within agreement terms
- Travel insurance may be required for international or extended domestic travel

## **Recommendations for a Smooth Process**

- Travel expenses are billed separately from consulting fees
- Travel cost estimates are available upon request
- Clients are encouraged to share lodging and transportation suggestions to support safe, efficient, and cost-effective travel