PRI Registrar
Auditor Travel Guidelines

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1.0 GENERAL CONSIDERATIONS

PRI Registrar exists to provide ethical and collaborative management system registration services for clients who appreciate the achievement of continual improvement with a competent partner who measures success via adherence to requirements, timely communications and personal attention. Travel costs constitute a significant portion of the overall certification costs. As such, PRI Registrar contractors have a critical role in helping to manage expenses. In order to ensure the continued fiscal viability, all reasonable efforts should be made by contractors to seek out the lowest possible travel fares/rates including low-cost air carriers.

2.0 REIMBURSABLE EXPENSES

PRI Registrar will reimburse for the following:

- Air Transportation
- Ground Transportation
  - Rail (with receipt)
  - Taxi (with receipt)
  - Auto Rental (including gas, tolls, and parking with receipts)
  - Personal Auto (including mileage at the current reimbursement rate, tolls, and parking with receipts).
- Hotel – Room and Tax only (with receipt)
- Meals – $50 per travel day (with itemized receipts)
- Laundry – For travel longer than 7 calendar days. A receipt must be submitted for reimbursement. Dry Cleaning will not normally be reimbursed unless otherwise approved.
- Baggage Fees – One (1) bag per trip. A receipt must be submitted for reimbursement.
- Visas – For assignment related travel. A receipt must be submitted. Expediting service fees will not be reimbursed unless documented approval is obtained from PRI Registrar.
- Currency Exchange Fees – A receipt must be submitted showing the fees charged for reimbursement.

No other expenses will be reimbursed without prior approval by PRI Registrar.

3.0 TRAVEL ARRANGEMENTS

Travel reservations (air, hotel, rental car) shall be made between 45 and 60 days prior to the assignment start date to obtain the lowest possible fare/rates.

The PRI Registrar designated travel agency is Direct Travel. It is not required that you use our agency for the booking of airfares, car rentals and hotel stays, but it is available to you.

The Direct Travel US on-line booking system is the recommended method of booking air travel (https://pri-dt.deem.com), however, travelers can contact a Direct Travel designated agent directly via phone 1-412-235-0323, or email pri@dt.com when necessary.
3.1 **AIRLINE RESERVATIONS**

PRI Registrar has the right to view and reject any unreasonable airfare that might jeopardize client relationship if seen as excessive or unreasonable. All travelers are to book non-refundable tickets as they are usually half the price of a refundable ticket. Even though the ticket is classes as non-refundable, the majority of the ticket price (less a change fee that is typically $250) is still available to use in the future for up to a period of one year from the time of purchase, should the ticket need to be cancelled.

**Booking with Direct Travel**
Direct Travel will charge the airline portion of the travel arrangements directly to PRI Registrar, eliminating direct cost to Auditors.

**Booking Outside of Direct Travel**
In the event an assignment is cancelled/modified where a ticket that was booked outside of Direct Travel is affected, Auditors shall immediately contact PRI Registrar Scheduling to advise them of the status of the unused ticket. The cost of the ticket will not be reimbursed until it is used for another PRI Registrar assignment.

3.2 **AUTOMOBILES**

Reservations for rental cars may be made through Direct Travel or another provider at a reasonable rate.

When renting automobiles, PRI Registrar will reimburse for an intermediate or mid-size vehicles only. Receipts supporting the cost of auto rental must be provided with the Expense Report.

For each assignment, one car may be rented unless otherwise authorized by PRI Registrar. The designated Lead Auditor shall determine who shall rent the car and arrange to accommodate members of the team and trainees.

**Rental Insurance**
When Auditors accept a rental car agreement, any additional insurance offered by the rental company will not be reimbursed by PRI Registrar. Auditors are expected to maintain adequate automobile insurance coverage, and as such, assume full responsibility for all liabilities associated with such rentals. Deviations from this policy, without a proper documented exception granted by PRI Registrar will not be permitted.

**Use of Personal Vehicle**
When a personal auto is used in lieu of air travel, PRI Registrar will reimburse for expenses including mileage at the current reimbursement rate, tolls, and parking with receipts.

Auditors are expected to maintain adequate automobile insurance coverage on their personal vehicle used for transportation during PRI Registrar assignments, and as such, assume full responsibility for all liabilities associated with such use.

For trips of over 700 total miles, approval must be requested from PRI Registrar, at least
55 days prior to the start date of the assignment. The request must include an itinerary from Direct Travel showing the lowest roundtrip airline ticket.

3.3 HOTELS

Reservations for lodging may be made through Direct Travel or another provider, or directly with hotel. You may also contact the client for hotel recommendations to determine their preference and gain insight to their budgetary expectations.

The PRI Registrar recommended rate, not including taxes & fees, is based on where the audit will take place. The preferred rate per night is $125 - $150 for most cities and it could be higher for select cities such as New York City or Los Angeles. Hotels such as Hampton Inns, Holiday Inn Express, Homewood Suites, SpringHill Suites are usually reasonable choices.

Please note that Auditors are responsible for any additional charges above and beyond the standard single occupancy room rate; these include but are not limited to:

- Double occupancy of room
- Any charges incurred by the guest of an Auditor who is not a PRI Registrar Auditor

**Note:** Contractors are not to book “non-refundable” hotel reservations.

When submitting receipts, an itemized hotel bill is required. If a Contractor forgoes staying at a hotel to stay with friends or family (other than their own personal residence) in the same location as an assignment, the contractor may claim $50 per night.

**Booking with Direct Travel**

The Direct Travel website will notify PRI Registrar of any requests outside the approved rates. If the request is denied, the reservation must be cancelled, and a different reservation made for a less expensive hotel.

3.4 ALLOWANCE ON MEALS

 Contractors are reimbursed for cost of meals not to exceed the maximum daily allowance in effect at the time of the assignment. Seeking client recommendations will give the auditor insight into client budgetary expectations. Itemized meal receipts are to be submitted.

Meals charged on a hotel invoice shall be included under meals and not the hotel on the expense report.

3.5 SPECIAL CIRCUMSTANCES

If special circumstances arise regarding travel arrangements (i.e. early arrival or late departure save significant airfare costs) contact PRI Registrar. These situations will be handled on a case-by-case basis. If you have any question regarding travel arrangements, contact the Account Specialist or the client Sales Engineer PRI Registrar.

3.6 TRAVEL VISA

Contractors traveling internationally need to be aware of the travel/working requirements
other countries. A work visa may be required for a country where the assignment is being performed.

U.S. Auditors can obtain information regarding obtaining a visa by logging onto http://travel.state.gov. This website provides step-by-step instructions to obtain a visa, if required.

When applying for a visa, a letter of invitation or letter of introduction may be required. If a letter of invitation is required, e-mail the Account Specialist to request the letter a minimum of two (2) to three (3) months in advance of the assignment as this letter must come from the Supplier. PRI Registrar cannot provide a letter of invitation. If a letter of introduction is required, a standard letter of introduction must be requested of the Account Specialist.

3.7 PROOF OF CITIZENSHIP
In order to eliminate the possibility of an Auditor being refused entry into a facility to conduct an assignment, PRI Registrar requires that ALL Auditors (worldwide) carry one of the following documents with them at all times as proof of citizenship: Passport, Birth Certificate (for U.S. born), or Nationalization Papers (if you are a citizen of a country in which you were not born).

4.0 EXPENSE REPORTS
The Auditor must submit their expenses into RMS or submit the PRI Registrar Travel and Expense Form (RF-84) and all receipts within 7 days of the completion of the audit.

Please provide an explanation for any unusual circumstance or costs to ensure expense reports are processed in a timely fashion. Auditor expenses are paid within 30 days of submission. All receipts and expenses must be submitted accurately to ensure prompt payment.