



The Geeko Foundation

102 Fulham Palace Road
London, England, W6 9PL

Geeko Foundation Travel Policy

Purpose

To ensure responsible and efficient use of Geeko Foundation funds, this policy outlines travel guidelines that prioritize cost-effectiveness, necessity, and transparency while enabling contributors to attend approved events and represent the Foundation or its affiliates.

General Principles

All travel must serve a clearly defined Foundation-related purpose.

Reimbursement is contingent on prior approval and strict compliance with this policy.

The most economical options must be prioritized in all bookings.

Business and first-class travel is strictly prohibited.

1. Transportation

a. Air Travel

- Only economy class tickets are eligible for reimbursement.
- Travelers must book the lowest logical fare, including basic economy, that enables timely and safe arrival.
- Budget airlines should be used when they provide safe, practical, and timely travel.
- Seat upgrades or add-ons will not be reimbursed unless required for accessibility.

b. Train and Bus Travel

- Travelers must book the lowest available fare for trains and buses.
- High-speed rail or premium services should only be booked if economical and not at the last minute.

c. Local Transport

- Public transportation is the preferred method of local travel.
- Taxis or ride-shares may only be used when public transport is unavailable or impractical due to scheduling or safety.

2. Lodging

- Lodging must be booked at the lowest reasonable rate for the city and event location.



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- Budget and mid-range hotels, hostels, or short-term rentals are acceptable.
- Shared lodging (e.g., double occupancy) is encouraged when agreed upon by travelers and appropriate for the situation.
- Luxury accommodations will not be reimbursed unless they are demonstrably the most affordable or available option within close proximity to the event.

3. Travel Booking and Documentation

- All travel must be pre-approved with proposed itineraries and cost estimates submitted in advance.
- Itemized receipts are required for all reimbursements.
- Travelers should book early to obtain the lowest available rates.
- Change fees are not reimbursable unless caused by documented event changes.

4. Exceptions

Exceptions may be granted for:

- Medical or accessibility needs
- Documented safety concerns
- All exceptions must be pre-approved in writing by Foundation leadership.

5. Non-Reimbursable Expenses

The following will not be reimbursed:

- First-class or business-class fares
- Unapproved seat upgrades or extra baggage
- Premium hotel services (e.g., room service, spa)
- Alcohol, entertainment, or personal items
- Travel or accommodation for companions not affiliated with the event or Foundation purpose

This policy ensures that the Geeko Foundation upholds its values of transparency, frugality, and accountability. By traveling modestly and with clear intent, contributors exemplify responsible use of community resources.

Douglas DeMaio
Trustee

Patrick Fitzgerald
Trustee

The Geeko Foundation

Supporting open-source innovation and community engagement