

## **Business Travel Policy for Working Dogs For Vets**

**Purpose:** This policy outlines the guidelines and procedures for traveling with Working Dogs For Vets within our non-profit organization. The aim is to ensure the safety, well-being, and efficiency of both the veteran, volunteer, staff member, or member, contractors and/or their working dogs during business travel.

**Scope:** This policy applies to all employees, volunteers, and contractors who travel on behalf of the Working Dogs For Vets organization.

### **Definitions:**

**Working Dog:** A dog trained to assist vets in their duties, including but not limited to service dogs, and esa's or emotional support animals.

**Handler:** The veteran, member, volunteer or staff member responsible for the care and supervision of the working dog during travel.

### **Travel Arrangements:**

#### **Booking Travel:**

All travel arrangements must be approved by the Working Dogs For Vets Board. Travel bookings should be made through the organization's approved travel agency or platform. Ensure that accommodations and transportation are pet-friendly and can accommodate working dogs for vets Pets, or service dogs.

#### **Transportation:**

When flying, book flights with airlines that have policies accommodating working dogs for vets service dogs or pets in the cabin.

For ground transportation, use services that allow pets, such as certain rental car companies or pet-friendly ride-sharing options. Or service dog/service dog in training.

#### **Accommodation:**

Select hotels or lodging that are knowledgeable about service dogs, or pet-friendly and provide suitable amenities for working dogs for vets.

Confirm any additional fees or deposits required for pets in advance.

### **Health and Safety:**

#### **Health Requirements:**

Ensure that the working dog is up-to-date on all vaccinations and health checks.

Carry a copy of the dog's health records and vaccination certificates during travel.

#### **Safety Measures:**

Use appropriate travel crates, seatbelts, and/ or harnesses to secure the dog during transportation.

Carry a first aid kit for the dog and be prepared for any emergencies.

### **Behavior and Training:**

#### **Training:**

Ensure that the working dog is well-trained and accustomed to traveling.

The dog should be able to handle various environments and situations encountered during travel.

#### **Behavior:**

The handler is responsible for the dog's behavior at all times.

Any incidents of aggressive or disruptive behavior must be reported immediately.

#### **Expenses:**

#### **Reimbursement:**

The organization will cover reasonable expenses related to the working dog's for vet's transports, after board approval, travel, including transportation, accommodation, and meals. Submit all receipts and expense reports in accordance with the organization's reimbursement policy.

#### **Non-Reimbursable Expenses:**

Unapproved transactions are not covered. All related expenses must be approved by the Working Dogs For Vets Board members in advance of the purchase.

#### **Emergency Procedures:**

#### **Emergency Contacts:**

Maintain a list of emergency contacts, including veterinarians and local animal hospitals, at the travel destination.

Ensure that the handler has access to these contacts at all times.

#### **Emergency Situations:**

In case of an emergency involving working dogs for vets, follow the organization's emergency procedures and contact the relevant authorities immediately.

#### **Compliance:**

#### **Policy Adherence:**

All employees, volunteers, members, and contractors must adhere to this policy.

Non-compliance may result in disciplinary action.

#### **Review and Updates:**

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and relevance.

**Acknowledgment:** By traveling with a working dog on behalf of the organization, the handler acknowledges and agrees to comply with this policy.