

CC Policies for Non-Staff Travel & Reimbursement

The Concord Consortium (CC) welcomes your contributions to our projects. In your association with CC you may find that you are requested to travel to a project site or conference. As most of CC's work is federally funded, our travel policies must adhere to federal guidelines; therefore, every travel expense must be *necessary*. Please review these policies before making any CC travel arrangements. Non-adherence to these policies may result in CC's inability to reimburse your expenses.

General:

- You must pay for your travel costs and submit a **Travel Expense Report** within 30 days after the trip is completed to receive reimbursement. Your expense report should include all receipts for items to be reimbursed.
- Your CC project representative will supply you with specific details about your travel plans (location, dates, budget, forms, etc.). Please coordinate with this individual before traveling. CC is able to reimburse only those travel costs approved by your CC project representative.
- **Itemized receipts** must accompany your lodging, meals, and transportation expenses to process reimbursement. No matter how small an item is, if you do not have a receipt, CC is unable to reimburse you. "Itemized" refers to each expense on a receipt being individually documented. *You may have to ask for a copy of the itemized receipt.*

Transportation:

- **Airfares** are generally reimbursable only up to the cost of a standard coach ticket. *Please save and submit all boarding passes with your Travel Expense Report.* Travel insurance, baggage fees, and upgrades are not reimbursable. Please book flights as soon as you know your travel plans to get the best rates.
- **Taxi and shuttle bus** expenses will be reimbursed with a receipt. **Rental car** expenses may be reimbursed (along with the cost of fuel) if the total rental expense is generally equal to or less than taxi or shuttle service. Insurance on rental cars is not reimbursable.
- If **driving** is more cost effective, you may be reimbursed for mileage according to the current federal rate. The mileage rate for **2018** is \$0.545 per mile. Mileage verification from an Internet maps database (MapQuest, Google Maps, etc.) must be included with your Travel Expense Report. If you choose to drive instead of fly, you will be reimbursed for mileage up to the amount of a standard coach airline ticket.
- If you decide to drive a long distance (for example, more than 300 miles) rather than fly, prior approval is needed from the CC project representative, and you'll be reimbursed for either the lowest cost flight/rental car package that you could have taken or mileage, if that is lower. To document this, please provide us with:
 - o The mileage between your home and the meeting site. Include a map.
 - o The lowest cost flights (and rental car, if needed) from your closest airport to the airport closest to the meeting site. The price quote date for the flight/rental car should be *no more than two weeks from the date that notice was given for the event. Save and print this documentation.*
 - o All price quotes should come from at least two vendors found on the same day.
- **Tolls and parking** must be documented with receipts.

Lodging & Meals:

- CC reimburses for meals and lodging up to the **per diem rate**, per the decision of the project representative. To find the per diem rate for lodging at your destination, please see the US General Service Administration Per Diem website at <http://www.gsa.gov/portal/category/100120>. For a breakdown of the rates for meals and incidentals, please see <http://www.gsa.gov/portal/content/101518>.
- You must use your own credit card to reserve and pay for your hotel room.
- **Entertainment** expenses (including in-room movies) are not reimbursable.
- **Internet access fees** are reimbursable provided that the Internet use is only CC project-related.
- *Alcohol expenses, including the tax and tip, are not reimbursable.*

Tips:

- CC reimburses up to 20% tip for transportation. Tips for meals are included in the per diem M&IE rate.

Travel Expense Forms:

- All travel reports must be submitted **within 30 days** of the trip in order to receive reimbursement in a timely manner.
- Please list all travel-related expenses in the travel report. These include conference registrations and any expense that has been paid for prior to the trip by CC. (The prepaid items are listed in a separate column, CC PrePaid). Itemized receipts must be included for all expenses, except for meals to be reimbursed at the M&IE rate. Please list expenses in chronological order and tape receipts to a sheet of paper. Cross-reference the receipts to the listed number on the expense form.
- If you tried but were unable to find lodging at or below the per diem rate, please include a signed note with your receipt(s) that explains this.
- Please be certain to confer with your project representative before submitting your travel expense report. CC is unable to reimburse travel reports without full documentation.

Please submit your Travel Expense Reports to:

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