

## **CITI Travel Policy -Approved June 2018**

- A. For the purposes of this directive, travel is defined as the progression of a Board Member/Contractor or authorized person from an authorized point of departure to one or more temporary duty locations and the return from the temporary duty location(s) for the dates approved on the request for travel advance.
- B. Board Member/Contractor or authorized personnel (referred to as “Traveler” in this document) will be cost conscious when using travel funds.
- C. Within ten (10) working days of return, a CIT International Travel Form will be submitted to the appropriate Committee Chair for approval of payment. The Committee Chair will forward the Recap to the Treasurer for payment. The travelling member will attach all necessary itemized receipts.
- D. Transportation
  - 1. Airplane  
The cost of a ticket will be reimbursed. Travelers will be responsible for all costs associated with a passport for travel identification purposes. Travelers will only be reimbursed for a “coach” ticket. Any seat upgrades are the responsibility of the traveler.
  - 2. Train  
If train travel (instead of air) is by personal choice, the cost of the ticket will not exceed the cost of an air fare fee to the same travel destination. Lodging and food expenses incurred during the excess travel time are not reimbursable.
  - 3. Private Vehicle  
Reimbursement will be at the Internal Revenue Service (IRS) standard allowance based on actual mileage, with the total not to exceed air fare cost. If the use of a private vehicle is by personal choice, lodging and food expenses incurred during the excess travel time are not reimbursable.
- E. Lodging
  - 1. Travelers making hotel reservations must endeavor to find a reasonably priced hotel unless there is a designated host hotel for a conference.
  - 2. The traveler must endeavor to get the hotel to waive sales tax employing the Organization’s tax exempt status.
  - 3. Itemized receipts must be returned for all lodging expenses; receipts showing only the amount paid are not sufficient.

F. Tuition/Registration Fees

When travel involves payment of tuition and/or registration fees, the traveler will include all applicable registration forms, brochures, etc.

G. Food and Incidentals

1. A meal and incidental allowance (per diem) will not be paid for travel status of less than a full twenty-four (24) hour day. For travel less than a full twenty-four (24) hour day in conjunction with other full twenty-four (24) hour days, the allowance will be prorated into six (6) hour quarters as follows:
  - a. Midnight to 6:00 a.m.
  - b. 6:00 a.m. to noon.
  - c. Noon to 6:00 p.m.
  - d. 6:00 p.m. to midnight.
2. The amount of the meal and incidental allowance is based on current governmental published standard rates and will change when these rates change.
3. A traveler may claim less than the allowable per diem but will not be able to claim any amounts in excess of the allowable per diem.
4. Receipts are not required unless travel costs are being paid by an outside source, e.g., grants, dictating detailed receipts be submitted for said travel.
5. When meals are provided, the food and incidental allowance will be adjusted accordingly. The allowance will be adjusted by  $\frac{1}{4}$  day for breakfast,  $\frac{1}{4}$  day for lunch and  $\frac{1}{2}$  day for dinner.
6. Incidentals are considered part of the per diem rate and include tips to wait and hotel staff.
7. Tips for complimentary services such as baggage handlers and free hotel shuttle service are not reimbursable.
8. Alcoholic beverages are not reimbursable expenses.

H. Miscellaneous Expenses

1. Miscellaneous expenses are those necessary to conduct official business while in travel status, which are not included in the categories of transportation, lodging, tuition/registration, or M&IE(Meals & Incidental Expenses). Travelers are cautioned against viewing this category as an unlimited expense account.

2. Members must keep a record of miscellaneous expenses, noting each item and the amount expended. Receipts are required for reimbursement.
  - a. Taxi/Bus/Train/Shuttles Fares - Usual fare for transportation, including tip, not to exceed 20% of the reimbursable fare.
  - b. Private Vehicle - Reimbursement for trip from home to travel terminal and/or back will be reimbursed at the IRS standard allowance for actual mileage when the member is in the vehicle.
  - c. Reasonable terminal parking for member's own private vehicle will be reimbursed when it is more cost efficient to pay parking expense rather than commercial ground transport expense to/from the travel terminal.
  - d. Bridge and road tolls.
  - e. Airline baggage fees for the same quantity of bags checked on the outbound and return flights.
  - f. Laundry, when in excess of five (5) days.
  - g. Rental vehicle, with advance approval.
3. Expenses for entertainment, souvenirs, mementos, gifts, personal hygiene items, tobacco, alcohol and non-essential items will not be reimbursed.