

	<p>Policy Number</p> <p>01-2014</p>
<p>Administrative Policy TRAVEL POLICY AND REIMBURSEMENT GUIDELINES</p>	<p>Created: August 11, 2014 Revised: January 27, 2017 Approved: July 19, 2016</p>

I. General Information

- a. Personnel travelling on authorized MIC3 business are expected to retain **all** receipts (**BOTH itemized and credit card receipts**) and submit them with their expense form.
- b. For Annual Business Meetings (ABM), MIC3 will reimburse the traveler for: ground transport or mileage to/from the departure airport; airport parking fees; airfare and standard baggage fees; ground transportation (taxi or shuttle) to the hotel/lodging; and meals (no alcohol).
 - i. ABM hotel/lodging days (authorized for the meeting) will be billed directly to MIC3's account.
 - ii. The traveler will be charged directly by the hotel for any dates that are outside (prior to or post-meeting) of the authorized meeting dates.
 - iii. MIC3 will not reimburse incidental charges such as entertainment, personal phone calls, and in-room snacks or bar purchases.
- c. If travelling on other MIC3 business, the Executive Director will confirm the logistics and reimbursable expenses with the traveler prior to travel.

II. Receipts

- a. **All receipts submitted for reimbursement must be itemized and notated with the item(s) being claimed. A credit card receipt with just an amount is not reimbursable.**
- b. Meals: a minimum, maximum nor per diem is specified, however actual and 'reasonable' meal expenses (including gratuities) will be reimbursed.
- c. Alcohol: is not reimbursable and should be deleted from any receipt and the amount adjusted accordingly. If possible, separate any alcohol expense from your meal expense.
- d. Hotel/lodging: the invoice must include the name/location of hotel, guest name(s), date(s) of stay, and a breakdown of charges for lodging, meals, telephone and any incidentals.

- e. Tips: It's understood that tips (hotel housekeeping, etc.) are discretionary and a receipt may not be available. These expenses may be claimed on the expense reimbursement form under "Other" with the type of tip (baggage, housekeeping, etc.).

III. Air Travel

- a. Individuals are required to book air travel a minimum of **30 days** prior to the date of travel.
- b. MIC3 will only reimburse for coach/economy-class air fares. First class travel is allowed only when the fare is no higher than the coach/economy-class air fare or if a participant opts to use frequent flyer points for a first class upgrade.
- c. Flights costs are automatically authorized up to \$700. You must obtain approval from the Executive Director to exceed this amount.
- d. Fees not authorized include:
 - i. Ticket change fees - Extenuating circumstances may be considered.
 - ii. Excess baggage fees - Standard fees are authorized.
 - iii. **Seat upgrade charges**

IV. Use of a Privately Owned Vehicle (POV)

- a. Rate. The current reimbursement rate for a privately owned vehicle is **.53.5** cents per mile as of January 1, 2017. This rate is based on the IRS standard business mileage rates.
- b. When using a personal vehicle, the maximum reimbursement for all travel expenses will be calculated as follows:
 - i. The maximum, including mileage, tolls and lodging, is limited to no more than the normal expenses that would have been incurred if commercial air had been used.
 - ii. A valid airfare cost comparison must be submitted with the travel voucher. The cost comparison must be obtained at least THREE weeks prior to the departure date of the trip. If the traveler must take a last-minute trip (inside three weeks of the departure date), then the cost comparison must be run on the day it is learned the trip must be made, and this explanation must be given on the travel voucher.
 - iii. The national office reserves the right to conduct their own cost comparison should it be required.
- c. Note: Individuals are responsible for any traffic tickets/citations issued while traveling in a POV or a rental car on MIC3 business. MIC3 is not liable for any accidents or damage resulting from travel associated with MIC3 business.

V. Car Rental

- a. Is **not** an approved method of transport unless prior authority has been granted and it can be shown that it is a cheaper or comparable method of transport than air.

- i. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard size cars.
- ii. Valet parking - the traveler shall attempt to utilize self-parking if available. Valet may be allowable if there is no other option available or it has been discounted to the rate of regular parking for the purpose of the meeting in question.

VI. **Ground Transportation**

- a. If travel is by air, traveler shall attempt to utilize a shuttle or taxi to and from the hotel/lodging.

VII. **Transportation to/from Home/Work and Airport**

- a. If the traveler plans to take public transportation (subway, bus, or tram), taxi or shuttle to/from the airport – the roundtrip travel fare may be claimed.
- b. If the traveler is dropped off/picked up at the airport by a friend or family member, only one-way travel mileage may be claimed for each trip. Airport parking fees incurred while a family member waits for the traveler upon his/her return are not eligible for reimbursement.
- c. If the traveler utilizes airport parking for their personal vehicle, the round-trip mileage travel and airport parking fees may be claimed.

VIII. **Hotel/Lodging** (applies to travel other than the Annual Business Meeting)

- a. If an overnight stay is necessary, hotel/motel accommodations should be based on a preferred rate plus applicable taxes. Inquire with MIC3 on the rate for your travel area.
- b. MIC3 will not reimburse incidental charges such as entertainment, personal phone calls, and in-room snacks or bar purchases.
- c. The hotel/lodging invoice must include the name/location of hotel, guest name(s), date(s) of stay, and a breakdown of charges for lodging, meals, telephone and any incidentals.

IX. **Expense Reimbursement** (Expenses are typically reimbursed at the conclusion of the event, although travel advances may be requested.)

- a. All travelers must complete and submit claims using the **Non-CSG Expense Reimbursement** form. A downloadable, fillable form can be found at: <http://mic3.net/pages/resources/resources.aspx>
- b. Deadlines: Forms should be submitted no later than **30** days following the trip/event. If they are received beyond this window, the traveler may be asked to provide a written justification. Note: Expense claims are normally processed each Monday, and reimbursements are usually mailed on Friday.

- c. Expense Reimbursement forms must be scanned/mailed to rpryor@csg.org. If email is not available, mail forms to: MIC3, 1776 Avenue of the States, Lexington, KY, 40511.
- d. A guide to the completion of the reimbursement form can be found at: <http://bit.ly/2gfktRm> or www.mic3.net under Resources, *Expense Form Completion*.
- e. Should you have any questions, please contact MIC3.

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