



CUAHSI

universities allied for water research

CUAHSI Domestic Travel Reimbursement Policy

All travel at CUAHSI's expense must be authorized prior to the commencement of the trip by the Executive Director. Any registration fees must be documented when the trip authorization is requested. CUAHSI follows basic federal travel guidelines concerning reimbursement and expense documentation. Unless otherwise stated, these guidelines will be followed.

Documentation of Expenses. Receipts are required for all expenses over \$25 except meals. In particular, claims for lodging expenses and airfares must be accompanied by receipts. Cab fares and other incidental transportation costs under \$25 may be claimed without receipt.

Use of Common Carriers. Coach travel in common carriers will be reimbursed up to and including \$500 without special approval. If airfares are greater than \$500, specific authorization must be obtained from the CUAHSI Business Manager or Executive Director. The following guidelines for the purchase of airline tickets are provided:

- It is generally expected that restricted airfares that are non-refundable and may incur charges for changing the tickets will be purchased. If CUAHSI scheduling requires a change in the trip, CUAHSI will reimburse any change fee incurred. If an emergency arises between the time of purchasing the ticket and the intended trip, CUAHSI will reimburse the cost of the change fee and any agency booking fee. It is assumed that the traveler can use the balance of the ticket price in a later trip. CUAHSI requires a signed letter stating the nature of the emergency that prevented the trip from being made and documentation of the claimed expenses.
- Bulk tickets or consolidator tickets (purchased through agencies such as hotwire.com or priceline.com) have no stated value and permit no changes. CUAHSI will not refund such tickets if the trip is not made for any reason and discourages travelers from purchasing such tickets.

Use of Privately Owned Vehicles (POV). Use of POV's will be reimbursed when it is cost advantageous to CUAHSI at the prevailing rate set by GSA, which can be found at <http://www.gsa.gov/>. Toll charges and necessary parking expenses will also be reimbursed.

Rental Cars. Use of rental cars must be authorized in advance.

Meals and Incidental Expenses. CUAHSI will reimburse M&IE at the prevailing GSA rate for the locality of the meeting. These rates can be found at <http://www.gsa.gov/>. M&IE will be reimbursed at 75% of the prevailing rate for the days of departure and arrival regardless of the departure and arrival time. If meals are included as a part of a meeting, the per diem will be paid for other meals using the following proportions: breakfast, 15%; lunch, 30%; dinner, 55%.

Lodging. Lodging expenses up to 120% of the maximum lodging amount for the location as specified by GSA per diem rates will be allowed without special authorization. Any higher amount must be approved by the Executive Director or Business Manager.