

REPORTING EXPENSES FOR REIMBURSEMENT

1. Save all pertinent receipts (e.g. hotel, car rental, gas, meals). If you are not using per diem submit receipts for meals. Per diem may not be claimed for meals provided by CACREP, the hotel or the hosting institution.
2. CACREP will reimburse for one bag for airline travel. Claims can not be made for group boarding passes, exit row or other upgrades, etc.
3. Please use the CACREP Travel and Expense Reimbursement Form. List only expenses that are to be reimbursed directly to you.
4. The limit for per diem reimbursement is \$ 55.00. The per diem breakdown is:
 - \$ 10.00 Breakfast
 - \$ 12.00 Lunch
 - \$ 33.00 Dinner

Receipts are not required for per diem requests. Per diem claims can not be made for meals not eaten or for meals provided by others (e.g., by the institution) and can not be combined with receipts for direct meal charges. You must either claim per diem for **all** meals or submit receipts for **all** meals.

5. If driving, please compute all personal mileage at \$.58 per mile. If you drive, we only will reimburse for mileage. Should you rent a car, we cover the cost of the rental car and gas. When claiming reimbursement for personal mileage please list the starting and ending points and the number of miles traveled. *A copy of all receipts and a Google Map (or equivalent) for the travel is required. Please double check to see if the price of driving is comparable to the price of an airline ticket.*
6. **RENTAL CARS MUST BE PREAPPROVED** by the CACREP office. It is expected that the University will provide transportation during the visit, therefore car rentals must be justified as necessary for the execution of the visit.
7. **You can submit your receipts and completed form via email OR mail. If sending via mail please submit your completed form to the CACREP office with the originals of all pertinent receipts taped to letter size (8 1/2X11) sheets of paper. Please make copies for your personal records.**

Send the forms to: CACREP
500 Montgomery Street, Suite 350
Alexandria, VA 22314

If you have questions regarding reimbursement please call CACREP at 703/535-5990 or e-mail at CACREP@CACREP.org.