

## CACREP TRAVEL and REIMBURSEMENT POLICY

### Policy:

CACREP will cover all expenses that are directly related to CACREP business for its volunteer Board members, site team members, staff, and anyone authorized to travel on behalf of CACREP. Reimbursement will be provided for pre-approved travel-related expenses, including transportation, accommodation, and meals. These expenses must be reasonable and necessary, as well as organization-related, and must be pre-approved in writing as applicable.

### Considerations:

#### 1. Air travel arrangements:

- CAREP's agent is FCM Travel Solutions 800.624.0049 Extension 3223 and Emergency #: 866.821.9634. Purchases through FCM are direct billed to CACREP.
- If traveler purchases their own ticket, reimbursement will be for an economy/coach ticket.
- Airline tickets should be purchased at minimum 21-days in advance to ensure best rates.
- Airplane WiFi charges will be reimbursed if free access is unavailable.
- CACREP will reimburse the fee for one checked bag.
- Any cabin or seat upgrades will not be reimbursed and will be the traveler's responsibility.
- Traveler is responsible for any costs if changes are made, unless approved by CACREP.

#### 2. Ground transportation:

- Transportation to and from home and airport and hotel and airport require a receipt, and may include gratuity.
- Traveler personal vehicle may be used, and reimbursement will only be for mileage as per distance documented (eg. Goggle Map) and in accordance with [approved annual rates](#). If a personal vehicle is used instead of flying, reimbursement will be at the amount of the comparable airline economy/coach ticket cost.
- Use of a rental vehicle requires prior approval from CACREP. Add-ons to the basic agreement are the responsibility of the traveler.
- Tolls and parking with receipts will be reimbursed.

#### 3. Hotel accommodations:

When possible, CACREP will make hotel accommodation reservations and be billed directly. If reservations are made personally by traveler, CACREP will cover the full cost of a standard room, tax, and fees. Hotel WiFi charges will be reimbursed if free access is unavailable. Incidental expenses are the responsibility of the individual traveler.

#### 4. Meals:

There is a per diem allowance for meals that does not require submission of receipts. Reimbursement rates for meals will be in accordance with [approved annual rates](#). If there are meals covered through group events, by host institution, or by CACREP staff, a per diem allowance is not permitted for that day. One alcoholic beverage with a meal is permitted.

5. Miscellaneous

All reasonable accommodations will be made for those individuals with disabilities. If a traveler requires an attendant to accompany him/her to meetings, the attendant's expenses are subject to the same guidelines.

**Any travel needs outside of these considerations require prior approval from CACREP.**

**Procedures:**

Reimbursement request

1. The [Travel Reimbursement Form \(TRF\)](#) must be completed with original itemized receipts from purchases or other verifiable documentation and submitted to the CACREP Office (see options below this section). If you have any questions, contact Heidi Campbell at [hcampbell@cacrep.org](mailto:hcampbell@cacrep.org).
2. Retain a copy of Travel Reimbursement Form and receipts for your records.
3. Reimbursement requests must be submitted no later than 30 days after the related travel is completed.

**Completed TRF and receipts may be submitted via:**

**email to:** [cacrep@cacrep.org](mailto:cacrep@cacrep.org)

**or**

**US mail to:**

CACREP

500 Montgomery Street, Suite 350

Alexandria, VA 22314

Reimbursement disbursement

1. Reimbursement checks will be mailed no later than 30 days after receipt of the completed travel reimbursement form with all substantiating documents.
2. Reimbursement checks will be mailed to the address listed on the Travel Reimbursement Form.
3. It is the responsibility of the traveler to notify CACREP ([cacrep@cacrep.org](mailto:cacrep@cacrep.org)) of a mailing address change. Failure to do so will result in costs passed on to traveler for the cancellation of sent check and reissue of a new check.
4. All checks must be redeemed within 90 days of issuance. Failure to do so will result in costs passed on to traveler for the cancellation of sent check and reissue of a new check.