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.

Travel agent:
- CAREP's travel agent is FCM Travel Solutions 866-749-7533. Purchases through FCM are direct billed to CACREP, therefore no out-of-pocket expenses for the traveler.
- FCM Emergency number: 866.821.9634.

Transportation:
Air
- If traveler purchases their own ticket, reimbursement will be at the rate for an economy/coach ticket.
- Airline tickets should be purchased at minimum 21 days in advance to ensure best rates.
- CACREP will reimburse the fee for one checked bag.
- Airplane Wi-Fi charges will be reimbursed if free access is unavailable.
- 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 or due to travel emergency (weather-related, cancelled flight, health-related).

Train
- If traveler purchases their own ticket, reimbursement will be at the rate for an economy/coach ticket.
- Train tickets should be purchased at minimum 21 days in advance to ensure best rates.
- 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 or due to travel emergency (weather-related, cancelled flight, health-related).

Driving
- Traveler personal vehicle may be used, and reimbursement will only be for mileage as per distance documented from home to destination (eg. Google Map) and in accordance with approved annual rates. Mileage will be reimbursed up to the cost of the comparable airline economy/coach ticket.
- 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.

Ground Transportation
- Ride share to and from home and airport and hotel and airport require a receipt and may include gratuity.
- Traveler personal vehicle may be used to and from home and airport, and reimbursement will be for mileage as per distance documented (eg. Google Map) and in accordance with approved annual rates, and for airport parking.

Accommodations:
- When appropriate, CACREP will make hotel accommodation reservation and be billed directly.
- When reservation is made personally by traveler, CACREP will cover the full cost of a standard room, tax, and fees.
- Hotel Wi-Fi charges will be reimbursed if free access is unavailable.
- Incidental expenses are the responsibility of the individual traveler.

Meals:
- A per-dem claim for meals does not require submission of receipts for reimbursement.
- Reimbursement for meals with receipts will be in accordance with IRS approved annual rates.
- If any meal is covered through a group event - by host institution or by CACREP staff - a per diem claim is not permitted for that day.
- One alcoholic beverage with a meal is permitted.

Miscellaneous:
- All reasonable accommodation will be provided 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.

Procedure for reimbursement requests:
- The Travel Reimbursement Form (TRF) must be completed with original itemized receipts for purchases or other verifiable documentation and submitted to the CACREP Office (see options in the next section). If you have any questions, contact Heidi Campbell at hcampbell@cacrep.org.
- Retain a copy of Travel Reimbursement Form and receipts for your records.
- Reimbursement requests must be submitted no later than 30 days after the related travel is completed.
- Completed TRF and receipts may be summitted via email to: cacrep@cacrep.org or by US mail to: CACREP, 500 Montgomery Street, Suite 350, Alexandria, VA 22314

Reimbursement disbursement:
- All travelers must be enrolled in BILL which is CACREP's payment platform.
- Reimbursement payments (check or direct deposit) will be sent no later than 30 days after receipt of the completed travel reimbursement form with all substantiating documents.
- Reimbursement checks will be mailed to the address listed in the BILL system. It is the traveler's responsibility to ensure that their mailing address is always current in BILL.
- Failure to maintain currency of mailing address will result in costs passed on to traveler for the cancelation of check sent and reissuing of a new check.
- All checks must be redeemed within 90 days of issuance. Failure to do so will result in costs passed on to the traveler for the cancelation of check sent and reissue of a new check.