

The Center for Creativity, Innovation and Discovery

Travel Policy

PURPOSE & PHILOSOPHY

The purpose of this policy is to establish procedures for authorization of travel by The Center for Creativity, Innovation and Discovery (CCID) employees, officials, or agents who may be required to travel in fulfilling their official duties or in attending seminars, conferences or other professional or educational activities benefitting (CCID).

DEFINITIONS

“Airfare” is defined as the costs incurred by a CCID employee, official or agent to obtain common air carrier transportation services in order to participate in approved conferences or conduct CCID business.

“Car rental” is defined as use of a non-personal, non-CCID owned vehicle, for which a rental charge is imposed for use of the vehicle.

“Ground transfer” is defined as the costs related to transporting a traveler to and from airports or transportation terminals, whether by private or public carrier and the costs of parking private vehicles at transportation terminals.

“Hotel accommodation” is defined as the costs of providing overnight lodging incident to an approved travel event.

“Mileage reimbursement” is defined as the reimbursement for costs incurred by a CCID traveler to transport themselves and/or others in a personal vehicle, other than a rental car or CCID vehicle, to an approved conference or convention or to execute CCID business.

“Per diem” is defined as a daily allowance paid to an employee, official or agent to cover expenses while working away from home.

“Registration” is defined as a fee paid or reimbursed by CCID which registers an employee, official or agent to attend a conference or event sponsored by another private or public entity.

“Travel” is defined as using ground, sea or air transportation to attend a conference or convention or to execute CCID business which is related to a traveler’s work assignment yet is outside the customary work routine and away from the regular work assignment prescribed by the traveler’s regular work assignment. Travel to such events may or may not require overnight lodging.

GENERAL POLICY INFORMATION

It is the general intent of the CCID to fund or reimburse employees, officials, or agents for actual travel expenses which are approved through the CCID travel request process. Prior to booking any travel plans, employee must receive prior approval by completing Request to Attend Conference form. The form must include outline of proposed itinerary and estimated fees associated with travel plans. Conference form should be submitted to Executive Director as early as possible, so that optimum pricing can be obtained for travel, if approved..

Travel expenses related to pre-allocated budget allowances will be reimbursed up to the amount of the budget allotment. Reimbursements enumerated in this policy are intended to pay for job-related employee, official or agent expenses only.

This policy applies to all employees, officials or agents travel to conferences, conventions and approved travel undertaken for execution of CCID business.

Travelers are responsible for making their own travel arrangements and, in cases where air transportation is used, must several price quotes to assure best price is being obtained. Prior to traveling, forward to Business Manager and Director a brochure detailing any conference registration fee amount, dates, location and other information incident to the conference.

This travel policy does not permit employees', officials', or agents' family members, friends or other travel companions to take trips that are funded or processed in anyway by CCID funds. All travel expenses of family members, friends, or other travel companions must be paid directly from the personal financial resources of the employee, official or agent without being intermingled with CCID financial transactions.

PAYMENT OF TRAVEL EXPENSES

Travel expenses are to be paid as follows:

CCID Purchase/Credit Card: It is preferable, that employees make their travel reservations and pay their travel expenses with their authorized purchase/credit card. Employees authorized to hold a purchase/credit card, may use their cards to make travel arrangements and pay travel expenses on behalf of other employees when those employees do not hold a purchase/purchase/credit card and the travel is approved by the Director.

If the traveler does not have a CCID purchase/credit card and the supervisor will not accompany the traveler or does not hold a purchase/credit card, the request should indicate in advance that registration, airfare and hotel payments are to be paid by check to the traveler. Checks for registration and airfare will be issued as soon as the travel request is approved.

Reimbursement: Travelers may purchase pre-approved travel (including airfare, car rental, ground transfers, conference registration, etc.) using personal funds and submit for reimbursement using the regularly established reimbursement procedures for all other purchases. Reimbursement will not be made for travel that was not approved by the Director through the travel request process.

MEALS

Travelers may receive reimbursement for meals they purchase during approved travel according to the following schedule:

An allowance of \$8 for breakfast
An allowance of \$12 for lunch
An allowance of \$25 for dinner

Travelers will be reimbursed for actual expenses, including tax and gratuity for meals, up to the dollar limits listed. Travelers should exercise good judgment and keep meal expenses as low as reasonably possible. Meal reimbursement will not be given for meals that are included in the registration or participation cost of any conference, meeting, or event associated with approved travel.

AIRFARE

When securing airfare rates, air transportation is limited to air coach or tourist class. When special and reduced fares are available, they should be secured unless doing so will leave CCID at risk because of the loss of insurance coverage or unduly open CCID to the potential of financial damage.

GROUND TRANSFER ALLOWANCE

When air transportation is approved, a ground transfer allowance is provided for taxi or van service, and parking of personal vehicles at transportation terminals. Purchase/credit cards are not to be used to pay ground transfer expenses. Travelers should pay expenses as they occur and submit for reimbursement using the regular reimbursement request process.

HOTEL ACCOMMODATIONS

Hotel accommodations are approved for the number of days a conference is in session, less one. One additional night of hotel accommodations is approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed only when approved in advance of the conference start by the Business Manager and the business administrator.

Travelers shall secure hotel accommodations at a daily rate which is reasonable for the area, and should consider other factors affecting overall travel cost, including distance from the hotel to the conference or event location, the availability of meals, shuttle or transfer service, etc.

A traveler may elect to stay with friends or relatives or use personal abodes, campers or trailers instead of staying in a hotel. When using these kinds of overnight accommodations, the traveler will request and receive approval for alternative lodging and associated expenses prior to approval of the travel request.

Hotel accommodations will be funded only once per conference. Hotel designation payments will not be paid when hotel accommodations are included as a portion of the

conference fees.

If a traveler receives a prepayment check for hotel expenses and they or another CCID employee, official or agent pays the charges with a CCID purchase/credit card, the prepayment check amount must be refunded to CCID.

Hotel expenses will not be paid by any CCID entity for conferences that are less than 100 miles from CCID's primary facility.

MILEAGE REIMBURSEMENT

Travel of Less Than 100 Miles

When travelers are approved through the Travel Request Process to drive personal vehicles to a conference or other event that is less than 100 miles from CCID's primary facility, reimbursement is allowed for all round trip miles for each day the traveler is approved to attend the conference.

Travel of More Than 100 Miles

When travelers are approved through the Travel Request Process to drive personal vehicles to a conference which is more than 100 miles from CCID's primary facility, the total mileage reimbursement will be an amount which will not exceed the cost of airfare, had it been available and used. When airfare is less than mileage reimbursement, travelers are encouraged to arrange air transportation.

Mileage is calculated from CCID's primary facility or traveler's starting location, whichever is shorter, to the destination and back, using Google Maps or Mapquest as verification. Reimbursement will be made using the federal rate reimbursement per mile, depending on the price of gasoline.

RENTAL CARS

Rental cars are not allowed without prior approval from the Director. All requests for rental cars must be included in CCID travel request.

When rental cars are approved, only actual documented expenses will be funded or reimbursed by CCID.

EXCESSIVE CHARGES

CCID will not fund any travel expenses that are unrelated to the approved travel purpose. CCID travelers will be required to reimburse CCID for travel charges which are unrelated to the travel purpose or which are determined to be excessive.