

SREB Non-Staff Travel Reimbursement Instructions

Documentation Requirements

SREB funding sources require that all reimbursable expenses relate directly to SREB business, are reasonable, and are confirmed by full documentation. Please keep expenses as economical as possible and provide the required documentation to satisfy our funding sources and auditors. The non-staff travel reimbursement form should be sent electronically along with a PDF file that contains the receipts that support your requested reimbursement. Submit your expense report within 21 days of completing your travel.

Air Travel and Airport Parking

1. Air travel should be booked a minimum of fourteen days in advance.
2. SREB will reimburse for coach class and associated transaction and baggage fees. We are unable to reimburse change fees for personal reasons, premium seat selections, travel lounge fees, on-board wi-fi services or other personal charges.
3. All airport parking should be at the economy daily rate, not at hourly rates.

Ground Transportation

Travelers on SREB business are expected to know and adhere to the laws of the states in which they drive.

A. Rental Vehicles

1. Rental vehicles are limited to standard class or lower.
2. SREB will reimburse gasoline, parking, and actual toll expenses paid.
3. SREB will not reimburse GPS/Satellite radio fees, fuel surcharge fees or other personal costs.

B. Common Carrier, Taxi or Airport Vans

SREB will reimburse necessary and reasonable costs of transportation by bus, taxi or airport vans when incurred in connection with business travel.

C. Use of Personal Vehicle for Business Purposes

1. SREB will reimburse actual business mileage supported by MapQuest at the rate of 51 cents per mile for use of a personal vehicle when it is determined to be the most economical mode of transportation. This rate covers all expenses incurred for the use of a privately owned automobile for business, including gasoline, insurance, maintenance, etc. For round trips of more than 400 miles, a comparison of the total cost of using a personal vehicle (mileage plus additional lodging, meals, etc. if applicable) vs. a rental car and/or airfare (including fuel, etc.) should be prepared and attached to the reimbursement request.
2. Parking fees and actual toll expenses paid are reimbursable with a receipt. Personal travel expenses are not reimbursable.

Lodging

1. SREB will reimburse authorized travelers for actual lodging expenses which are necessary, reasonable and supported by itemized receipts. Valet parking cannot be reimbursed unless required by the hotel.
2. SREB cannot reimburse incidental expenses, such as extra room nights, phone calls charged on hotel bills, laundry services, pay-for-view entertainment, gym fees, check-cashing fees, concierge services or no-show charges.

Meals

1. SREB reimburses meal expenses during authorized travel for actual costs (documented by *itemized* receipts) up to a daily limit of \$39 per day, including tips. Reimbursement cannot be made from summary receipts.
2. SREB cannot reimburse alcohol purchases.
3. SREB will not reimburse for meals when meals are provided at meetings.
4. Travelers who seek reimbursements for meals must report their own individual expenses.

Tips

1. Tips for meals will be reimbursed up to a maximum of 20 percent and are included in the daily per diem.
2. Reasonable tips for taxis, shuttles, baggage handling, etc. are reimbursable and should be listed separately on the expense report under "Explanation of other items."

Miscellaneous

Other expenses such as postage, supplies, duplicating, etc. may be reimbursed if they are related to the official purpose of a trip.

Control and Review

Exceptions to the SREB Travel Policy should be discussed and authorized by SREB prior to incurring the expense.