

TRAVEL

Employee travel is at the discretion of the employee's TREAC supervisor and the PI. Travel will be limited to trips necessary for job duty completion or when justification is such that optional training will benefit the corporation. All travel requests should include a copy of the program material (i.e. program announcement, agenda, etc.) or copy of the abstract or invitation letter noting R&D approval date when making a presentation. A memo requesting funds for travel must be completed/submitted a minimum of 4 weeks prior to travel.

If an employee desires that the Corporation pay for registration fees directly, the request (TREAC Expense Report accompanied by registration form) must be submitted to the TREAC supervisor at least 2 weeks prior to any registration deadlines with the deadlines highlighted.

All travel expenses will be accrued by the traveler and will be reimbursed upon return with submission of a completed travel expense form with original boarding pass, conference ID badge or certificate of continuing education, original expense receipts, and other applicable receipts as specified below. Airfare and hotel rate and tax only can be charged to the corporate credit card in very rare incidents based on need. Receipts must be submitted within 15 calendar days for reimbursement. The Corporation reserves the right to deny any reimbursement for past due receipts.

Per Diem lodging for non-government grant funds will be reimbursed at the conference rate of the hosting hotel. If the hosting hotel has no vacancy at the conference rate, the per diem lodging shall not exceed \$250 per night. An itemized hotel bill is required for reimbursement of per diem lodging. This bill can not include any charges other than room charges and related taxes. No room service or beverage charges are to be added to the hotel bill.

Per Diem for meals (**not including alcoholic beverages**) and incidental expenses (tips, costs of cabs, buses, or parking, etc.) will be reimbursed. Reimbursement for meals and incidental expenses (M&IE) will be made at the published Federal Per Diem rate. Reimbursement requests for cab fare should be accompanied by receipt.

Reimbursement for mileage will be according to the published federal mileage reimbursement rate. Cost of airfare shall be at the coach rate unless justified and approved by the Executive Director or Board Chairperson of TREAC. An airline passenger receipt is required for reimbursement. TREAC will not reimburse for the cost of a rental vehicle. TREAC will reimburse for any reasonable costs associated with shuttles from airports or taxicabs. TREAC discourages the use of rental vehicles. Should a traveler choose to rent a vehicle, TREAC will not assume any liability for its use or operation.

Overtime will be paid only for travel time when the travel is necessary and required by the corporation to perform job duties and when required travel occurs on weekends or extends past normal duty hours. During travel, when overtime is warranted, it will be paid for hours of travel during normal tour of duty- 8:00 a.m. – 4:30 p.m. Overtime will not be paid to TREAC

employees who choose to stay on weekends when conference is not in session or when travel is at the request of the employee.

Note: TREAC personnel traveling on Corporation funds cannot use government rate airfares. If you make changes to your ticket for which there are charges, you or your project will be charged for the changes. Generally, cost is reduced with a Saturday night stay over. If you can document that the cost for the hotel / per diem for the extra day is equal to or less than the difference in air travel with the Saturday night stay over, you may take advantage of this option.