

CCSSO Participant Travel Policy



The purpose of this policy is to provide clarity regarding reimbursable and non-reimbursable expenditures incurred while traveling to CCSSO meetings or on behalf of the organization. The Council's policy is in place to enable CCSSO to deliver high quality services and demonstrate good stewardship of resources. The Council asks travelers to apply discretion when incurring expenses.

This document represents CCSSO's Travel Policy and supersedes all prior travel policies. The policy must be adhered to in its entirety and may not be modified except by official organizational review processes. CCSSO reserves the right to revise this policy, in whole or in part, at any time with or without prior notice.

Expense Documentation

In accordance with rules published by the Internal Revenue service, travelers are required to have sufficient documentation and explanation for expenses (e.g. original receipts, hotel folios, travel itinerary) which include amount, date, and meeting destination, including city and state. A detailed purpose of travel should be included in all reimbursement requests.

- Expenses should be submitted within 30 days after travel and if not submitted within this time frame, the request for reimbursement may be denied.
- Reimbursement requests are submitted as expense reports via [Unanet](#), the Council's online reimbursement system.
- Receipts are required for all expenses other than per diems meals. If no receipt is available, proof of payment is required along with documentation of expenses.
- Expenses of a personal nature are not reimbursable.

Per Diem Meals

Meal and incidental costs incurred during travel are reimbursable and CCSSO uses the per diem rates established by the Federal Travel Regulations (FTR) which can be found on Unanet or at <http://www.gsa.gov/perdiem>.

- CCSSO uses the prevailing government rate for first and last day of travel. Information on these rates can be found at <http://www.gsa.gov/portal/content/101518>.
- Costs incurred which are greater than the per diem rate will not be reimbursed.
- A travel itinerary or e-ticket receipt, which includes date/time of travel, must be included with the reimbursement request to confirm meal eligibility.
- Per the Internal Revenue Service, a per diem allowance is not allowed for travelers within two (2) hours travel of their place of residence unless an overnight stay is required to attend a meeting. An itemized hotel folio must be submitted with a reimbursement request of this type.
- If a meal is provided by a conference or as part of the conference fees and a traveler elects to purchase a meal independent of the conference, such meals will be considered a personal expense and will not be reimbursed.
- To request reimbursement for a group meal, an itemized receipt must be provided along with the complete names and organizations of meal participants. These participants are not eligible for reimbursement for this meal.
- Alcoholic beverages consumed while traveling will not be reimbursed.

Lodging

In cases where CCSSO covers the cost of lodging, incidental charges are the responsibility of the traveler. CCSSO will not cover lodging at an alternate hotel if rooms are available at the conference hotel.

- The Internal Revenue Service (IRS) requires travelers to submit an itemized hotel folio with a zero balance and indication of payment.
- Actual expenses must be validated, therefore credit cards slips or statements, canceled checks, or other receipts cannot be used for reimbursement purposes in lieu of the itemized hotel folio.

Common Carrier: Air or Train

CCSSO business travel arrangements must be made through the CCSSO Egencia Corporate Travel website and all air travel must be made on economy-class basis.

- If travel is booked outside of the CCSSO Egencia Corporate Travel website, the reimbursement request may be denied or limited to what it would have cost if booked through the CCSSO Egencia Corporate Travel site.
- Baggage fees for one bag each way are reimbursable. More than one bag or overweight charges are not reimbursable. A receipt is necessary to receive reimbursement.
- Flight change fees, upgrades, and personal travel costs are the responsibility of the traveler.
- If there are unused funds on a traveler's account due to a ticket cancellation or refund, the funds must be used for the next reasonable trip taken by the traveler.

Ground Transportation

Automobile

If a personal automobile is used in lieu of air travel to attend a meeting, CCSSO will reimburse costs up to the equivalent of a 21-day advance, common carrier economy fare to the same location.

- A flight comparison from Egencia must be attached to the reimbursement request.
- In the reimbursement request, travelers must indicate the number of miles to and from their destination, and a mileage calculation (i.e. Map Quest/Google Map) must be included.
- Mileage will be reimbursed at the [prevailing standard rate as determined by the IRS](#) (*rates change annually*).
- If a request is submitted for mileage reimbursement, gas cannot be reimbursed.

Transportation and Parking

- Transportation can include taxi, public transit, or other method of conveyance.
- Requests for reimbursement of transportation expenses must be accompanied by receipt(s) containing the date, transaction amount, and to/from destinations.
- CCSSO does not reimburse transportation to meals and restaurants unless the meal is scheduled and paid for by CCSSO and transportation is required to reach the meal location.

Rental Car

Rental cars are discouraged in favor of public transportation where available. Written justification to rent an automobile must be provided to and approved by the appropriate project manager in advance of the rental and must be included with the reimbursement request. The cost of gas for a rental car is reimbursable.



Tips

Per the Federal Travel Regulations, tips are included as “incidentals” in the daily per diem capped rate and will not be reimbursed separately.

Internet

The cost of in-flight or hotel-room internet is not reimbursable.

Other

Costs of amusement, diversion, social activities, ceremonies and related costs such as meals, lodging, movie rentals, transportation, and gratuities exceeding Per Diem “incidentals” are not reimbursable.

Travel reimbursements are reviewed and approved by project staff and sent to the Accounting department for final review and processing. Payments are processed within 7-10 business days of approval.

To expedite payment:

- Include all receipts with the reimbursement request.
- To set up direct deposits send the completed direct deposit form and a voided check to accounting@ccsso.org. The form can be found at http://programs.ccsso.org/documents/Direct_Deposit_Form.pdf
- Send address changes to accounting@ccsso.org, Subject: Change of Address

