

IRES Travel Guide

The following is after traveler has approval from Mike Schilling (CIO/VP) and submitted information to IASC.

		Policy	Procedure	Note
Pre-Travel	Lodging	<ul style="list-style-type: none"> Traveler is responsible for booking lodging as soon as possible. Lodging room rate must not exceed \$275 prior to tax without approval. Tax Waiver Exemption Certificate should be completed to present to lodging establishment. Traveler is permitted to stay with family or friends during travel. 	<ul style="list-style-type: none"> Traveler books lodging. Lodging and parking estimates should be provided to IASC to include with <i>Request for Approval of Travel</i>. Tax Waiver Exemption Certificate should be completed and submitted to lodging establishment. 	<ul style="list-style-type: none"> If lodging exceeds the \$275 maximum, prior justification is needed for CIO/VP and approval from Provost. If traveler chooses to stay with friends or family, a \$75 gift may be purchased. Proof by receipt is required for reimbursement, alcohol is excluded. Only one gift per stay.
	Transportation	<ul style="list-style-type: none"> Traveler is responsible for informing IASC about their transportation needs. Airfare can be booked through Concur (Travel Store) or other airline sites. Rental car must be booked through Enterprise at the most reasonable rate possible. Airfare and rental car should be booked to ensure the best possible rate 30 days or more in advance. Parking – Traveler is responsible for choosing the most reasonable option. 	<ul style="list-style-type: none"> Traveler provides the full and complete transportation details to IASC. IASC can assist traveler with transportation arrangements when booked through Concur provided the traveler has informed IASC of their detailed transportation needs. When requesting transportation booking assistance: create an account on Concur (Travel Store), add Kristen Lemire and Gin Baxter as <i>travel assistants</i>, choose E-Receipt activation, and provide details to IASC regarding arrival and departure time preferences. 	<ul style="list-style-type: none"> If the most affordable rate cannot be used by traveler due to special needs, prior justification from CIO/VP and Provost is required. If the traveler chooses to use their own vehicle, they will be reimbursed for the shortest route. If traveler chooses to purchase airfare out of pocket 30 days or more prior to travel, pre travel reimbursement is an option. Covered airport parking needs prior approval. Valet Parking only when no other option available. <i>Tips</i> to Valet are considered part of the cost of Parking. <i>Tips</i> to Taxi drivers are part of the cost of Taxi.
	Registration	<ul style="list-style-type: none"> Traveler is responsible for registering for the event as soon as possible. An invoice for proof of registration is required. Details and agenda regarding the event are required. Pre conference events require separate approval. 	<ul style="list-style-type: none"> Traveler registers for event and provides an invoice to IASC with confirmation registration. Include details about the event if available, such as the agenda, FAQ, etc. If registration is paid out of pocket 30 days or more prior to travel, pre travel reimbursement is an option. 	<ul style="list-style-type: none"> If traveler has special needs, request for approval with justification for CIO/VP and Provost is required. If meals are provided during the event and the traveler declines the provided meal for health reasons, an explanation with justification for approval of the replacement meal purchase is required.
Travel Complete	Travel Expense Claim	<ul style="list-style-type: none"> Traveler must keep and provide all <i>itemized</i> receipts to IASC. A maximum of \$55.00 per day can be reimbursed on meals for overnight travel. If the full length of a trip is less than 24 hours, meals and incidentals expenses will not be reimbursed unless the travel includes an overnight stay supported by a lodging receipt. Tip reimbursement cannot exceed 20%. Only reasonable business related expenses will be reimbursed. Claims are to be submitted within 30 days of travel. 	<ul style="list-style-type: none"> Traveler must provide all <i>itemized</i> receipts to IASC in order to be reimbursed. If the tip is over 20%, the reimbursement will only be for 20% regardless of any additional monies spent. 	<ul style="list-style-type: none"> Only actuals expenses are reimbursed, including up to a maximum \$7 per day incidentals <ul style="list-style-type: none"> <i>Incidentals</i> as defined by Appendix C are <i>only</i> tips to: Bell hops, Baggage Carriers, Porters, Hotel Housekeepers, Stewards, Stewardess, Ship Personnel and Hotel Servants in foreign countries. There is no per diem. Anything non-business related or unreasonable should be paid on a separate credit card or tab to keep business and non-business related expenses separate. No alcoholic beverages will be reimbursed.