<table>
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<th><strong>Policy</strong></th>
<th><strong>Procedure</strong></th>
<th><strong>Note</strong></th>
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| **Lodging** | • 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. | • Traveler books lodging.  
  • Lodging and parking estimates should be provided to IASC with Request for Approval of Travel.  
  • Tax Waiver Exemption Certificate should be completed and submitted to lodging establishment. | • 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** | • Traveler is responsible for informing IASC about their transportation needs.  
  • Airfare can be booked through Concur (Travel Store) as well as car rental with 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. | • 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 Terese Howell as travel assistant, choose E-Receipt activation, and provide details to IASC regarding arrival and departure time preferences. | • 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. Tips to Valet are considered part of the cost of Parking.  
  • Tips to Taxi drivers are part of the cost of Taxi. |
| **Registration** | • 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. | • 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. | • 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 Expense Claim** | • Traveler must keep and provide all *itemized* 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. | • Traveler must provide all *itemized* 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. | Only actuals expenses are reimbursed, including up to a maximum $7 per day incidentals  
  • *Incidentals* as defined by Appendix C are only tips to: Bell hoppers, 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. |