## IRES Travel Guide

The following is after traveler has approval from Andy Miller (CIO/VP) and submitted information to IASC

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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 to include 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) 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. | • 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 Angela Bello 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, 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 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. |