

Business/Non-Instructional Operations

Travel Reimbursement

It is the policy of the Capitol Region Education Council (CREC) to reimburse employees for approved, reasonable, necessary, and properly documented expenses incurred for official CREC business travel, including professional development. Reimbursement is allowed only when such expenses have not been, and will not be, reimbursed from another source. This policy applies to all CREC employees, consultants/contractors, and members of the CREC Council when traveling on official business.

Legal References: Connecticut General Statutes

5-141c – State employee travel and expense reimbursements (used for guidance)

Other

Internal Revenue Service (IRS) – Standard Mileage Rates (26 U.S.C. §162)

Connecticut State Department of Education – Financial and Administrative Policies and Procedures Manual

Federal Travel Regulation (FTR) – 41 CFR Chapters 300-304 (as guidance for reasonable travel expense standards)

Policy adopted: March 21, 2007
Revised: February 20, 2019
Revised: February 18, 2026

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

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I. APPROVAL REQUIREMENTS

1. Pre-Approval

- All travel must be pre-approved using the official CREC Travel Authorization Form (electronic or paper).
- Approval must be obtained from the employee's immediate manager and a member of the Leadership Team.
- Leadership Team member travel must be approved by the Executive Director or designee.

2. Verification of Eligibility

- Employees must confirm travel is eligible for reimbursement before making arrangements.
- CREC reserves the right to deny reimbursement for expenses that are not pre-approved or are determined to be excessive or non-essential.

II. DOCUMENTATION & DEADLINES

- All requests for reimbursement must be submitted within 30 calendar days of the completion of travel via the CREC Travel Reimbursement System.
- Requests must include itemized receipts and documentation showing the method of payment along with the Travel Authorization (TA) #.

III. REIMBURSABLE TRAVEL EXPENSES

1. Airfare

- Employees must purchase the lowest available economy or coach class fare that meets business needs by utilizing Concur, CREC's designated travel agent.
- Flights should be booked at least 30 days in advance unless justified and approved.

- Business class is permitted only for flights exceeding five consecutive hours (excluding layovers) and requires prior written approval from the Executive Director or designee.

2. Rail Transportation

- Rail may be used if the total cost does not exceed the least expensive comparable airfare.

3. Automobile Travel

- Personal Vehicle – Reimbursed at the current IRS standard mileage rate, plus tolls and parking with receipts.
- Rental Vehicle – Must be the most economical model available unless a larger vehicle is justified and approved.
- CREC will reimburse Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) insurance for rentals. All other optional coverages will not be reimbursed.
- Employees are encouraged to refuel before returning rentals to avoid premium fuel surcharges.

4. Lodging

- Reimbursed at reasonable single occupancy or standard business rates.
- One additional night before or after the event may be reimbursed, if necessary, due to travel logistics.

5. Meals (Per Diem)

- Per diem rate: \$85.00 per day for meals and incidentals.
- If meals are included in conference fees or otherwise provided, the per diem be may be reduced accordingly.

6. Conference Registration Fees

- May be prepaid by CREC or reimbursed with receipts.

7. Other Business Expenses

- Business-related expenses such as internet charges, document printing, and official phone calls are reimbursable with receipts.

8. Ground Transportation

- Includes taxis, ride-share services (Uber/Lyft), public transit, ferries, and shuttles with receipts.

9. Parking & Tolls

- Parking and tolls receipts required for reimbursement.
- EZ Pass toll reimbursement requires a copy of the relevant statement highlighting business-related charges.

IV. NON-REIMBURSABLE EXPENSES

The following are not reimbursable, even when incurred during business travel:

- Airline club memberships, seat upgrades, first-class airfare (unless medically required or approved by division director)
- Personal insurance (travel, life, or accident)
- Commuting between home and primary work location
- Costs from failure to cancel reservations in time
- Personal expenses (childcare, pet care, grooming, entertainment, toiletries, laundry, etc.)
- Alcoholic beverages (exceptions must be approved by Executive Director or designee)
- Expenses for spouses, family members, or guests
- TSA Pre-Check or Global Entry fees (unless pre-approved for specific job-related travel frequency)

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