

Business/Non-Instructional Operations

Travel

CREC has a long tradition of supporting and encouraging professional development by staff throughout the agency. This policy applies to professional development travel away from home, as well as to other necessary and essential travel and business expense reimbursements. It is designed to assist staff with travel arrangements and to ensure that all travel-related expenses are approved and documented correctly.

CREC will assume financial responsibility for reasonable travel expenses for employees through a company credit card. Reasonable expenses while traveling on CREC business include air travel or other approved transportation fare, accommodations and meals.

Travel and related expenses must be pre-approved, utilizing the required approval forms and procedures.

To ensure that all employee overnight travel has approval and is processed correctly, all travel arrangements shall be processed through CREC's contracted travel vendor.

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

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

Business/ Non-Instructional Operations

Travel

Travel and related expenses must be pre-approved utilizing the Travel Approval Form which must be signed by the employee's immediate supervisor and one member of the Executive Leadership Team.

All travel fare and accommodations shall be arranged through CREC's contracted travel vendor - either online or by telephone and will be paid for utilizing the CREC travel credit card (for airfare) or Employee CREC P-Card (for accommodations). Traveler is responsible for turning in all receipts, boarding passes, folios, etc. that are associated with trip.

Each program/division shall designate an individual responsible for making travel arrangements. If it becomes necessary to change a travel itinerary while en route, the employee will contact the CREC contracted travel vendor directly.

Air Travel

Employees should fly coach class with the lowest available airfare for non-stop travel. In order to get the best fare, the trip should be planned as far in advance as possible. Employees who fly business class will personally be responsible for the difference between business and coach class travel.

Airfare should be booked with a minimum of 14 days' advance purchase on the airline with the best fare.

Accommodations

Employees should use standard accommodations in reasonably priced hotels, taking advantage of educational and group discounts made available through the CREC contracted travel vendor.

The cost of overnight lodging (room rate and tax only) should be single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, the CREC contracted travel vendor agent should be notified so the conference code can be utilized during booking.

Hotel reservations may be secured with the CREC Employee P-Card. Employees should contact their supervisor about the P-Card availability.

Meal Expenses

When traveling, customary standards for meal-related expenses while on company business shall be followed.

Room service, drinks and snacks from the mini bar should be avoided. When their use is necessary, they should be used moderately.

Employees who submit a meal expense for reimbursement **MUST** include the following information:

- Printed receipt (including date, place, and time of meal)
- Name, title and company of those present

Gratuities and tips are reimbursable provided they do not exceed reasonable and customary amounts.

Other Expenses and Reimbursement Procedure

CREC recognizes that in some situations travel reimbursement may be necessary. CREC will reimburse only those expenses incurred in connection with CREC business that are appropriately documented by the employee.

When requesting reimbursement for personal expenses incurred while on CREC business, the original itemized receipt(s) must be submitted with the requisition within one month of travel dates.

CREC will not provide travel advances nor make reimbursements for the travel expenses of spouses or others who accompany employees on CREC business.

CREC will pay for certain ancillary airline fees, including early boarding, pre-assigned seats, extended legroom, preferred seat location, checked and carry-on baggage fees, in-flight meals, and in-flight Wi-Fi service, provided expenditures for these fees are reasonable and prudent and properly documented.

Non-reimbursable Travel Expenses

The following expenses are not reimbursable:

- Airline club memberships
- Airline upgrades
- Business class for domestic flights or first class for all flights
- Child care, babysitting, house-sitting, or pet-sitting / kennel charges
- Commuting between home and the primary work location
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- Personal travel insurance
- Personal reading materials
- Personal grooming services (shoe shines, haircuts, manicures, etc.)
- Toiletries, cosmetics, or other grooming products
- Expenses incurred by spouses, children, or relatives
- In-room movies or video games
- Dry cleaning / laundry
- Global Entry and TSA Pre Check fees

Any questions regarding the travel procedures should be directed to the employee's direct supervisor or a member of the Purchasing Department.

Regulation issued: March 21, 2007
Revised: January 16, 2019

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut