

## **CELA Travel Reimbursement Policy**

### **Volunteer Travel**

Official CELA travel must be approved in advance by the CELA BOD, in order to qualify for reimbursement. Travel reimbursement is intended for those board members or their designates, whose companies are unable or unwilling to support their travel, on behalf of CELA. Typically, CELA Officers, BOD Members, and LJ Editor are eligible for travel reimbursement to CELA Annual BOD Meetings held at CELA Annual Conferences. Travel to BOD Meetings held during ASLA Annual Conferences is reimbursable for CELA Officers and LJ Editor. Other BOD Members are encouraged to participate remotely in BOD Meetings held at ASLA Conferences. CELA will support economy airfare cost for travel purchased at least 30 days prior to event, two days lodging expenses, meals during the two-day stay, meals during travel, and ground transportation.

### **Reimbursement Guidelines**

#### Air Travel

Designated members traveling by air on behalf of CELA will fly coach class and make every effort to book a minimum of thirty (30) days in advance to assure the lowest rate possible. Tickets booked in less than 30 days advance will require written permission from the Executive Director for reimbursement. Upgrades to business or first class are the financial responsibility of the individual. Departure and arrival airports on the air ticket should closely correlate with the individual's address and meeting venue in order to minimize additional transportation costs. CELA will not reimburse tickets to remote destinations when there is an airport near the meeting venue.

#### Flight Changes and Baggage Fees

CELA will not reimburse the cost to change flights, unless requested by CELA, and will not reimburse cost of flight insurance. Cost for one checked baggage is permissible, however overweight bag fees are not covered, unless approved in advance by Executive Director.

#### Hotel/Lodging

Lodging accommodations should be made at recommended properties. If sold out, mid-price hotels, such as Starwood, Hilton, Marriott, or Hyatt properties are other options. CELA will reimburse lodging expenses, including all taxes.

#### Meals

CELA will reimburse individuals for a reasonable cost of personal meals in conjunction with official CELA business, based on submitted receipts. Total reasonable cost of daily meals should

not exceed a per diem rate. If no receipts are available, individuals may request a per diem rate according to [national guidelines](#) for specific locations where the CELA Business is held.

Always use discretion for non-personal meals (entertainment) when conducting CELA business. Reimbursement is not a guarantee.

### Other Travel Expenses

CELA will reimburse individuals for usual and customary miscellaneous expenses related to travel in conjunction with CELA business. Allowable expenses in this category include:

- Internet usage based on the hotel's access charge and reasonable usage
- Customary gratuities for baggage handling, etc.
- Ground transportation to and from airports
- Airport parking, if taking a cab or shuttle to airport is not possible or too expensive

Personal expenses are not reimbursable unless otherwise noted. Examples of these expenses would be child care, pet care, entertainment, clothing or toiletry purchases, and salon or spa services.

### Automobile Travel

Mileage is reimbursed, when driving a personal vehicle, at the maximum allowable IRS rate. Hotel shuttle vans, rideshares taxis are the preferred mode of ground transportation. If a rental car is a more cost-effective mode of transportation, alternative reimbursement will be provided. Limit transportation expenses (including car rental, rideshares, taxis) to the standard car, unless an upgrade for additional space is necessary.

### Add-on/Personal Travel

Add-on/personal travel is defined as travel either before or after CELA commitment that is scheduled at the sole discretion of the traveler or any spouse travel outside of what is outlined above. All expenses incurred with add-on/personal travel are the responsibility of the traveler.

### Receipts

Original receipts are required for each travel expense item, including taxi fares.

[Expense report forms](#) with attached receipts for all expenses should be sent directly to the CELA Operations Manager. Individuals are encouraged to pencil on each receipt the reason for the cost (i.e. breakfast, lunch, dinner, taxi from airport to hotel, taxi from hotel to airport, etc.) Submission of expense reports is required within 30 days of the completed travel.

### Exceptions to Policy

In the case of unusual or extenuating circumstances, the staff may approve expenditures up to the aforementioned Reimbursement Limits that may otherwise not qualify for reimbursement. Such cases will be reviewed on a case by case basis.