



**POLICIES AND PROCEDURES:
CTTC POLICY FOR TRAVEL ALLOWANCES
AND REIMBURSEMENTS: CONTRACTORS**

At all times, contractors should make an effort to minimize travel costs. Examples include: shopping for comparative hotel rates; utilizing economy parking at airports; utilizing local service for internet connection at hotels; utilizing cell phones or calling cards for long distance calls, etc.

- A. ACCOUNTABILITY/CLAIM REQUIREMENTS:** Each item of travel expense claimed in the amount of twenty-five dollars (\$25.00) or more must be sustained by a receipt; contractors are encouraged to turn in receipts for all expenses. Meals, incidentals and lodging are to be listed individually on Travel Expense Claims ("TEC") rather than as a total daily allowance. In those instances where receipts are not required as substantiation (*i.e.*, expense is less than \$25.00), contractors are responsible and should be advised (in the event that they are audited by the Internal Revenue Service) to retain sufficient documentation as proof that the amounts claimed do not exceed actual expenses.
- B. RESIDENCE/OFFICE:** Contractors may not claim lodging within fifty (50) miles of their residence or office. Meal expenses may be claimed within fifty (50) miles of the residence or office only when:
1. expenses are incurred;
 2. **CTTC project manager** approves the necessity and reasonableness of such expenses; and,
 3. all other criteria for claiming the meal are met (see section C-3).
- C. REIMBURSEMENT RATES:** Contractors shall be reimbursed for **actual costs** up to the maximum allowance for each meal, gratuity, and lodging expense for each complete twenty-four (24) hours of travel, beginning with the contractor's time of departure. Contractors **may not** receive reimbursement for meals in instances where a meal is provided.
1. The reimbursement allowance for meals shall be paid up to the following rates:

	<u>UP TO:</u>
Breakfast	\$10.00
Lunch	\$17.00
Dinner	\$25.00
Maximum Allowance:	\$52.00

2. All claims for lodging reimbursement must be sustained with a receipt. The reimbursement allowance for lodging shall be up to **\$150.00 for U.S. accommodations, and up to \$200 for accommodations outside of the U.S.**, plus applicable taxes and fees, but must be in line with comparable rates for the geographic area. Prior approval must be obtained from CTTC program manager for rates in excess of the above stated daily rates.

When travel requires that the contractor stay at a specified facility (e.g., trade shows, meetings), the established daily rate will be reimbursed.

3. For travel which is the last fractional part of a period of travel of more than twenty-four (24) hours, the authorized allowance for meals or lodging will be paid provided the travel time meets the following requirements:
 - a. *Breakfast:* Breakfast may be claimed if travel began at or prior to 6:00 a.m. and terminated at or after 9:00 a.m.
 - b. *Lunch:* Lunch may be claimed if travel began at or prior to 11:00 a.m. and terminated at or after 2:00 p.m.
 - c. *Dinner:* Dinner may be claimed if travel began at or prior to 4:00 p.m. and terminated at or after 7:00 p.m.
 - d. *Lodging:* Lodging may be claimed if travel is extended overnight.

If the 24-hour allowance provides a reimbursement for a meal, the application of this paragraph shall not result in a duplicate meal allowance for a meal that has already been reimbursed.

In computing allowances for short-term travel of less than twenty-four (24) hours, lunch and incidentals shall not be reimbursable as described above.

4. Mileage, parking, and toll allowances:
 - a. mileage reimbursement at the currently allowable IRS rate (\$0.555 as of 1/1/09);
 - b. actual costs for parking shall be reimbursed;
 - c. actual costs for tolls shall be reimbursed.

- D. **AIRFARE:** Contractors should travel on the equivalent of Economy or Coach fares for both domestic and international travel. Contractors should shop for the lowest price available for the dates and time of day needed, and are encouraged to use restricted (but changeable) fares rather than fully-refundable fares. CTTC will reimburse the contractor if changes to the ticket(s) result in an increase in cost.
- E. **RENTAL CARS:** Contractors may rent a car in conjunction with air travel for CTTC business. Rental cars should be mid-sized or smaller, unless prior approval is obtained from CTTC program manager. Contractors are responsible for their own automobile insurance coverage.