

Council on Library and Information Resources Travel & Expense Policy

Transportation

CLIR will compensate expenses for the actual costs of transportation. Transportation methods may include any reasonable combination of airfare, personal vehicle, rental vehicle, train fare, taxi, shuttle, bus or metro/subway charges, subject to the terms outlined below.

- **Airfare:** Air travel is reimbursed at the best economy-class price available. Whenever possible, travelers are expected to book flights far enough in advance to take advantage of price savings. If attending a meeting in Washington, D.C., the airports considered local to the Washington area are Ronald Reagan Washington National Airport (DCA), Washington Dulles International Airport (IAD) and Baltimore/Washington International Thurgood Marshall Airport (BWI).
- **Rental car:** CLIR will generally reimburse for economy or compact rentals; requests for a larger car class in the case of several individuals sharing one vehicle must be pre-approved by CLIR. CLIR will also reimburse the actual costs of fuel associated with the rental vehicle.
- **Personal vehicle:** When a personal vehicle is used, mileage is reimbursable at the IRS standard mileage rate for business miles driven (as in effect on the date the travel occurred), up to the amount of an equivalent economy-class airfare ticket.
- **Coach-class train travel, taxi, airport shuttle, and bus and metro/subway fares** are reimbursable at the best price available.

Food and Lodging

CLIR does not pay a per diem and compensates expenses for the actual costs of food and lodging as follows. Original itemized receipts are required for all expenses. Travelers are expected to pay for all personal incidentals.

- **Food and beverage**, excluding alcohol, are reimbursed at actual cost. Charges for alcoholic beverages are reimbursable only upon pre-approval by CLIR.
- **Hotel charges** will be covered for the nights of the meeting or conference for those who are traveling from a distance that requires an overnight stay.
 - Hotel costs for an extra night will be reimbursed when staying the extra night results in airfare savings greater than the additional food and lodging cost.
 - For meetings where CLIR has established a room rate or reserved a block of rooms at a particular hotel with which it has special rate arrangements, travelers wishing to stay at other hotels will be reimbursed only up to the amount charged by the designated hotel.
 - Travelers who choose not to stay at a hotel (who stay instead with friends or family, for example) may not claim for other expenses that amount that would have gone toward their hotel accommodations.

Policy on Mixed-Purpose Trips

- When it is efficient to combine CLIR business with the business of another organization in a single trip, CLIR will pay its pro-rata share of the cost.
- If personal trips are attached to business trips, the traveler must pay all additional costs (travel, hotel, food, etc.) for the personal leg of the trip.

Reimbursement Procedures

- **Itemized receipts** are required for all expenses.
- Travelers must submit expenses on CLIR's reimbursement forms, which are distributed at CLIR meetings or may be obtained from CLIR upon request. Attach receipts to the reimbursement form. If submitted electronically, receipts must be combined into a single PDF file. Please do not send image files or multiple PDFs.
- Forms and receipts can be sent via email to Diane Ramirez, Office Manager, at dramirez@clir.org.