CSTE TRAVEL REIMBURSEMENT POLICY
2010 CSTE Annual Conference – Portland Oregon

Purpose

CSTE appreciates the efforts of those who travel for the organization. Travelers should be comfortable while traveling, understand all travel related policies, and obtain reimbursement quickly. At the same time, it is necessary to keep costs within reasonable limits and to follow consistent reimbursement procedures. Expenses not specifically addressed in these guidelines must be approved by the CSTE National Office prior to incurring the expense. CSTE reserves the right to deny expenses exceeding reasonable or allowable costs as deemed appropriate by CSTE.

The travel policy meets the IRS definition of an "accountable plan"; therefore your travel reimbursement will not be reported as income. A complete expense reimbursement form accompanied by receipts substantiating the amount, time and business purpose of your expenses is required within 30 days of trip completion.

Air Travel

Travelers are expected to book the lowest-priced, coach class airfare available of any airline available that is within two hours of (prior to or after) desired flight time; the use of an alternative airport serving the destination city; and/or the use of multiple stop flights that may include layovers. Travelers choosing an airline for its amenities or frequent flyer programs will be responsible for the difference in cost. Although at the present time CSTE awards the benefits of frequent flyer clubs and hotel programs to its travelers, it reserves the right to change this policy. CSTE will not reimburse travelers for tickets purchased with frequent flyer miles.

Business and first class domestic travel will not be reimbursed unless the Executive Director has a letter explaining the medical reasons or extenuating circumstances that require such service in advance of ticket purchase. Documentation of approval is required with expense reimbursement form.

Airline Reservations

American Express Travel is the official travel agent for CSTE (please contact Gail Harris at 800-872-9954). In order to reserve the lowest ticketed price, reservations must be made no later than **May 7, 2010**. Reservations not made before this date are subject to a fare differential that may be the responsibility of the traveler.

Travelers booking flights independent of the official travel agent must be approved by the CSTE National Office prior to incurring the expense by providing a comparative chart of the airfares, such as on a "Booking Buddy". Please see www.bookingbuddy.com. Documentation of approval and comparative chart is required with expense reimbursement form.

Upgrades for Domestic Air Travel

- An upgrade at the expense of CSTE is not permitted.
- A free upgrade or an upgrade at the expense of the traveler must be noted as such on the expense reimbursement form.

Sponsored Project Domestic Travel

Federally funded trips must be traveled on U.S. carriers at coach rates. Airfare costs in excess of the lowest available commercial discount airfare or customary standard (coach or equivalent) airfare on a U.S. carrier are not allowed except when such accommodations would:

- Require circuitous routing;
- Require travel during unreasonable hours;
- Excessively prolong travel;
- Result in increased costs that would offset transportation savings; and
- Be inadequate for the medical needs of the traveler.

For the complete federal travel regulations please refer to OMB Circular A-21.

Sponsored project travel should adhere to the guidelines set forth by this policy unless the sponsor imposes greater restrictions.

Cancellations/Changes

CSTE will not pay for airline change fees unless the changes are due to an emergency or approved by the CSTE National Office prior to incurring the expense. Documentation of approval is required with the expense reimbursement form.

- When a trip is cancelled after the ticket has been issued, the travelers should inquire about using the same ticket for future travel.
- Travelers can reuse airline tickets for future CSTE travel if airfare eligibility requirements are met. These requirements should be verified with the issuing ticketing agency.
- Unused airline tickets or flight coupons have a cash value and therefore must not be discarded or destroyed.
- To expedite refunds, unused or partially used airline tickets must be returned immediately to the travel agency that issued the ticket.
- Unused tickets must not be sent to the airline unless they were issued directly from the airline. Contact the airline for their return procedures and requirements.
- Travelers should not include unused tickets with their Expense reports.

Luggage Fees

CSTE will reimburse for one checked bag each way on travel requiring less than a one week stay. No other luggage expenses will be reimbursed to travelers.

Lodging

- Travelers will be reimbursed up to **$135.00** per night (+ tax). Please refer to your travel letter for information on the number of nights that CSTE will reimburse.
- The deadline for reservations to receive the group rate is **May 7, 2010**. If the group block or rates sell out for any or all nights of the conference prior to the deadline then the group rate will no longer be available. Remember to request the government rate at your alternate hotel. In *all* cases, CSTE will reimburse up to $135 per night (+ tax). CSTE recommends that you make your lodging reservations as soon as possible.
- Travelers are expected to make their own travel reservations at one of the CSTE conference hotels:

Headquarters Hotel
Doubletree Hotel Portland – Lloyd Center
1000 NE Multnomah
Portland, OR 97232
Direct (503) 281-6111
Toll Free Reservations (800) 996-0510
www.doubletree.com

Overflow Hotel
Red Lion Convention Center
1021 NE Grand Avenue
Portland, OR 97232
Direct (503) 235-2100
www.redlion.com

- Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a specified number of paid room nights at a hotel. CSTE will not reimburse travelers for the value of free accommodations used for business travel.
- Suites and concierge-level rooms are not reimbursed. A free upgrade must be noted on expense reimbursement form.
- For your safety and security, always investigate security measures for your hotel room (e.g. door locks, fire exits, and alarm systems).

Hotel Upgrades

- An upgrade at the expense of CSTE is only permitted if the upgraded room rate does not exceed the conference rate of $135.00 per night.

Cancellations

- It is the traveler's responsibility to notify either the hotel or the agency with which reservation was made to cancel room reservations.
- Cancellation deadlines are based on the local time at the destination hotel.

- Travelers should request and record the cancellation number in case of billing disputes. CSTE will assist the traveler with any billing dispute on reservations they have made.
- Travelers will not be reimbursed for “no show” charges.

Hotel Personal Expenses
Personal expenses incurred while traveling will not be reimbursed.

Meal Expenses
Travelers are given per diem to cover lodging, meals and incidental expenses in connection with the performance of service to CSTE. Please refer to the following website for a complete, up-to-date listing of per diem rates www.gsa.gov. Travelers who use per diem allowances do not have to substantiate each meal expense, but they must demonstrate that the trip occurred with a receipt, such as an airline ticket or hotel folio, that indicates the dates of travel. For audit purposes this documentation must be attached to the expense report.

The federal per diem for meals will be awarded for the destination of the trip. The per diem for Portland, OR is **$66.00** per day. The daily per diem must be accounted for on the travel reimbursement less meals provided by your travel destination or host, and partial day travel. Breakfast is provided each day of the CSTE Annual Conference and therefore should be deducted from your expense reimbursement. Allowances for each meal are as follows:

- Breakfast (25%) = $16.50
- Lunch (25%) = $16.50
- Dinner (50%) = $33.00

Sponsored travelers also will receive reimbursement for meals during travel days. To determine the amount of per diem eligible for reimbursement on travel days, please complete the departure and return time check boxes on your submitted expense reimbursement form. Departure and return times are the times leaving a personal residence or place of work assuming the traveler makes no personal stops on the way to or from the airport.

Per diem allowances may not be issued in lieu of service payments such as consulting fees or honoraria.

Ground Transportation
CSTE encourages use of the TriMet’s MAX transit light rail for travel between the airport and convention center area. The TriMet’s MAX transit light rail, which runs directly from the airport to the convention center, can be taken for less than $3.00 one-way. The station is located near the baggage claim area on the lower level of the Portland International Airport. The TriMet’s website provides a useful tool at http://trimet.org/go/cgi-bin/plantrip.cgi with step-by-step directions for riding the transit light rail, including where to board, how much to pay and how

long your trip will take. However, CSTE will reimburse up to $36.00 round trip for shuttle travel between the airport and hotel for sponsored travelers traveling at very early or late hours. Advance reservations are recommended for all shuttle travel. More information can be found on the CSTE website.

CSTE will only reimburse for ground transportation expenses to and from airports. Other ground transportation fees within a venue city are not reimbursable unless the traveler receives prior approval from CSTE. Documentation of approval is required with the submitted expense reimbursement form.   CSTE will reimburse up to $10.00 per day (economy lot) for parking your personal automobile at your home airport.

Rental Cars
Rental car expenses are not reimbursable unless the traveler receives prior approval from CSTE. Documentation of approval is required with expense reimbursement form.

Personal Automobile
Mileage will be reimbursed at the prevailing IRS per-mile rate for business use of personal automobile. Other automobile expenses such as gas, oil, tires, and so on are not reimbursable expenses.

Use of personal automobiles for trips exceeding 600 miles round trip is not permissible without prior approval from CSTE. Travelers must provide a comparative chart of the airfares, such as a “Booking Buddy” with the request. Documentation of approval and comparative chart is required with expense reimbursement form. In all cases, the maximum amount of reimbursement will be the total cost of the most economical airfare (based on round trip in most cases).

Telephone Usage
Travelers will be not be reimbursed for phone calls. Travelers requesting reimbursement for internet use must request approval before travel occurs. Documentation of approval is required with your submitted expense reimbursement form. Both conference hotels offer complimentary internet for rooms within the conference block.

Expense Reporting
- CSTE requires that travelers file an expense report within 30 days of trip completion (**July 9, 2010**). Expense reports filed after 60 days will not be paid unless approved by the Executive Director for reasonable cause.
- The expense report must include a date and the traveler’s signature.
- Documentation should include receipts, name of the vendor, location, date, and dollar amount. In addition, the following must be included:
  1. air/rail ticket receipt
  2. hotel folio

3. receipts for tolls and parking if costs exceed $25.00

- An expense report form and sample are attached.
- Electronic and fax copies can be accepted.

Incorrect or Incomplete Expense Reports

Expense reports that are incorrect or incomplete will be returned to the traveler for corrective action and may result in delay of reimbursement. Most frequent reasons for returned expense reports include missing traveler's signature and missing receipts.

A correction and/or change to the expense report as a result of an accounting audit of the report will be documented with a correction note. For errors in arithmetic and disallowed items, a correction note denoting the errors will be sent to the traveler and an appropriate adjustment made to the reimbursement.

Reimbursement

Reimbursement will occur within 30 working days of receipt by the CSTE Business Manager. Checks will be sent to the address provided on expense reimbursement form.

CSTE Member Expense Reimbursement Form

CSTE Council of State and Territorial Epidemiologists

Directions for submission: Please complete the entire form below. Sign and submit this form to the CSTE National Office. Receipts must be included for all claimed expenses of $25.00 or more. The Federal per diem rate will be used to reimburse for meals/tips, minus the applicable percent for meals that are provided (25% for breakfast, 25% for lunch, and 50% for dinner). Use the return/departure chart below to determine the percentage of perdiem earned on the days of travel. Specify any provided meals within the expense chart. If you have any questions, please contact the CSTE national office staff member that coordinated your travel (770-458-3811).

Sponsored Traveler Name: Jane Doe
Address: 123 Main Street
City, State, Zip: Atlanta, GA 30341

Date Received by CSTE:

Must be received by CSTE within 30 days of conclusion of travel

CSTE Program Staff Lead: Lauren Rosenberg
Description of Travel: HIV Surveillance Coordinators Mtg
Destination: Portland, OR
Federal per diem rate for destination: $66 per day

Departure Date: 6/5/10 Return Date: 6/7/10

Time:	Departure Time		Return Time
	100% [ ]	12AM-6AM	25% [ ]
	75% [X]	6AM-Noon	50% [ ]
	50% [ ]	Noon-6PM	75% [ ]
	25% [ ]	6PM-12AM	100% [X]

☐ *Check box if you or a family member hold an elective or appointive public office in a federal, state or local government that pays an annual rate of $20,000 or more. IRS code section 4946(c).*

Daily Travel Expenses

Expenses:	Date: 6/5	Date: 6/6	Date: 6/7	Date:	Date:	Date:	Date:	**Reimbursable Expenses**	**Charged Directly to CSTE***
Breakfast (25% of per diem)		PROVIDED							
Lunch (25% of per diem)	$16.50	$16.50	$16.50					$49.50	
Dinner (50% of per diem)	$33	$33	$33					$99	
Lodging	$135*	$135*						$270	
Airfare									$299
Ground Transportation	$3		$3					$6	
$0.50 X 10 miles	$5		$5					$10	
Other: Baggage Fee	$25		$25					$50	
Other: Airport Parking	$10	$10	$10					$30	
Other:									
*Plus Tax							Total Expenses:	$514.50	$299

Signature: Jane Doe Date: 6/10/2010

By submitting this form, I certify that the above information contained in the claim is true and correct and that I am not being reimbursed for any of the above expenses from another public or private source. I also certify that I have no outstanding receipts over 30 days old due to CSTE and that I will not be submitting for additional expenses associated with this trip.

FOR CSTE USE ONLY: Approved by: ____________ Date: ____________ Charge to Project: ____________ PO: ________

**If amount is unknown, please indicate that funds were charged to CSTE by placing a check mark in the appropriate box*

Return to CSTE: 2872 Woodcock Blvd. Suite 303; Atlanta, GA 30341 or fax to 770-458-8516

CSTE Member Expense Reimbursement Form

Directions for submission: Please complete the entire form below. Sign and submit this form to the CSTE National Office. Receipts must be included for all claimed expenses of $25.00 or more. The Federal per diem rate will be used to reimburse for meals/tips, minus the applicable percent for meals that are provided (25% for breakfast, 25% for lunch, and 50% for dinner). Use the return/departure chart below to determine the percentage of perdiem earned on the days of travel. Specify any provided meals within the expense chart. If you have any questions, please contact the CSTE national office staff member that coordinated your travel (770-458-3811).

Sponsored Traveler Name: ______________________________
Address: ____
City, State, Zip: ____

Date Received by CSTE:

Must be received by CSTE within 30 days of conclusion of travel

CSTE Program Staff Lead: ______________________________________
Description of Travel: ____
Destination: ____
Federal per diem rate for destination: $__________________________

Departure Date: __________________ Return Date: ____________________

Time:	Departure Time		Return Time
	100% [ ]	12AM-6AM	25% [ ]
	75% [ ]	6AM-Noon	50% [ ]
	50% [ ]	Noon-6PM	75% [ ]
	25% [ ]	6PM-12AM	100% [ ]

☐ *Check box if you or a family member hold an elective or appointive public office in a federal, state or local government that pays an annual rate of $20,000 or more. IRS code section 4946(c).*

Daily Travel Expenses

Expenses:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	**Reimbursable Expenses**	**Charged Directly to CSTE***
Breakfast (25% of per diem)									
Lunch (25% of per diem)									
Dinner (50% of per diem)									
Lodging									
Airfare									
Ground Transportation									
$0.50 X _______ miles									
Other: ___________________									
Other: ___________________									
Other: ___________________									
			Total Expenses:						

Signature: ____ Date: ____________

By submitting this form, I certify that the above information contained in the claim is true and correct and that I am not being reimbursed for any of the above expenses from another public or private source. I also certify that I have no outstanding receipts over 30 days old due to CSTE and that I will not be submitting for additional expenses associated with this trip.

FOR CSTE USE ONLY: Approved by: ___________________________ Date: __________________ Charge to Project: __________________________________ PO: _______

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