

CIC Travel and Reimbursement Policy for Individuals Leading NetVUE Events

Thanks to NetVUE member dues and to generous support from Lilly Endowment Inc., the Council of Independent Colleges (CIC) will reimburse approved travel, lodging, and meal costs for certain NetVUE events. Approval of these expenses is done in advance through email correspondence with NetVUE, using the email address at the bottom of this document. Reimbursement will be made after the event. A travel reimbursement form, in the form of an Excel spreadsheet template (available from NetVUE), should be used to document expenses. The form must be accompanied by **receipts for all expenses**; receipts should be submitted electronically **as a single PDF document**.

Expenses billed directly to CIC by travel agents, hotels, or other vendors will not be honored unless approved in advance. Expenses of more than \$25 will not be reimbursed without a receipt. NOTE: If your itinerary will deviate from what would be expected for the event (for example, a flight with multiple destinations or different arrival and/or departure dates), please take note of the requirements for extra documentation below.

Reimbursements will typically be made by direct deposit. If you do not already have an account with CIC's third-party bill-paying system, please establish an account with them (<https://app-signup.us.bill.com/onboarding/flow/signup>). In your reimbursement documentation, indicate the email address that you used to do so. When signing up, pick "independent contractor" as your relationship to this company; fill in your own individual information when it asks for details of your business. (Think of CIC as your "customer" who wants to pay you through this system.)

Air Travel: CIC will reimburse economy airfare and baggage fees from the individual's point of origin to the airport serving the event location. Reasonable seat selection fees are reimbursable; criteria to consider include duration of a flight, amount of the fee, and personal circumstances. When possible, baggage and seat selection fees should be paid at the time of making reservations. Whenever cost-effective and possible, flights should be booked directly with an airline and not through a third-party site; this usually makes it easier to change flight plans later. Please note that only costs actually paid by debit/credit card can be reimbursed; electronic credits, frequent flier miles, and similar credits cannot be reimbursed. First/business class transportation and upgrades will not be reimbursed without prior authorization from NetVUE.

Deviations in Route or Days of Travel: If you are adding other travel to your trip (for example, an airline ticket with multiple destinations), or if you choose to depart earlier or stay later than the days that would be expected for travel to the event, please submit your plans in advance to NetVUE at the email address below. When making your reservation, please scan or screenshot travel details for the days that you would have been expected to fly to and from the event, using a direct route between your home location and the event destination, and showing the lowest-priced roundtrip fare for this itinerary. Please gather this information and send it to the email address below *on the same day that you purchase your actual ticket*, so that it provides adequate documentation of what the ticket would have cost without deviations. This documentation will determine the portion of your flight cost that will be eligible for reimbursement. Meals during extra days of travel will not ordinarily be reimbursed unless specifically approved in advance.

Car Travel: Reimbursement for mileage for private auto will be at the IRS standard mileage rate, plus parking fees and any tolls. Please use reasonably economical parking options if available. Travelers by

automobile will be asked to document the distance traveled with an itinerary from Google Maps or a similar application. (This can be avoided by renting a car; see the next section.) When automobile travel is chosen for personal reasons, CIC will reimburse at the current mileage rate *or* the price of coach airfare to the airport nearest the destination, whichever is lower; if car travel is expected to be more expensive than airfare, please document the expected airfare using the procedure in the “deviations” section above.

Rental Car: If you are driving, please consider renting a car, as this may be less expensive than the mileage rate. In this case, CIC will also reimburse fuel costs, but will not reimburse the cost of optional collision coverage or personal accident insurance for rental cars without prior authorization.

Local transportation: Travelers should take advantage of low-cost options for transportation to and from airports whenever possible. Allowable expenses include shuttle services, taxis, rideshares, and airport parking at non-hourly lots. Charges between the arrival airport and the event venue must be itemized and documented. A tip may be included. Please do your best to obtain a receipt. Limousine service expenses are reimbursable only up to the rates for less expensive transportation options.

Lodging and Meals: CIC will reimburse reasonable charges for hotel rooms and meals necessitated by scheduled meeting or event times (If a NetVUE event provides a scheduled meal, CIC will not reimburse for a meal purchased at this time). Any additional lodging expenses are the responsibility of the individual. CIC does not reimburse lodging or meals for spouses, partners, or travel companions. Actual expenses for meals (including one alcoholic beverage) will be reimbursed as required to conduct NetVUE business. Modest meals while travelling will be reimbursed, but other meal and lodging expenses beyond those approved through email correspondence with NetVUE are the responsibility of the individual. (“Modest” does not necessarily mean “fast food”; it is simply meant to exclude “fine dining.”) As noted above, meals during extra travel days that are added at the beginning or end of travel will not be reimbursed except when approved in advance.

Non-Reimbursable Items: Charges for travel insurance, entertainment, and personal laundry will not be reimbursed.

Submission of Reimbursement Requests: All reimbursement requests must be received no later than 30 days after the event. Exceptions to this policy may be requested in advance of the meeting and must be approved by NetVUE. The reimbursement form and receipts must be submitted electronically; receipts must be submitted as a single .pdf email attachment. Submit the reimbursement form and the single PDF of all receipts to Rachael Baker, NetVUE Director of Professional Development, at rbaker@cic.edu. Rachael can also approve requests for deviations and exceptions, supply reimbursement forms, and answer questions about the process.