Statement of Policy:	It is the general policy of the Chicago Metropolitan Agency for Planning (CMAP) to reimburse employees for reasonable authorized expenses incurred in the conduct of official CMAP business outside the office. It is the responsibility of the employee to avoid unnecessary, excessive or unallowable expenses, including costs of an entertainment nature.
Statement of Purpose:	This policy is to establish guidelines to reimburse staff for cost incurred for travel and other related expenses and to assist in the professional development of staff. CMAP encourages attendance at conferences and meetings that promote development and enhance overall performance.

Statement of Procedure:

- 1. All employees who incur travel and other expenses for approved activities will be reimbursed according to this policy.
- 2. All full and part-time employees are eligible to attend business related conferences and/or meetings.
- 3. Attendance at any conference or training session must be approved by the deputy executive director for the working group.
- 4. To request attendance at any outside conference or training session, you must complete a "Conference/Training Attendance Request" form and forward it to the designated deputy executive director for approval. Attached to the request must be a copy of the meeting itinerary which includes anticipated cost, location, dates, times and brief description.
- 5. Approval for conferences/training will be based on: prior attendance at other conferences during the fiscal year; work schedule; subject matter; applicability to achieving agency goals; project status; and available funding. Once the request has been approved, you can make plans for attendance.

Reimbursement

1. Travel may be by public transportation, personally-owned vehicle, rental car or taxi. When possible, employees are encouraged to use public transportation and will not be required to turn in receipts for this form of travel.



Business Travel Policy

- If personally-owned vehicle is used, reimbursement will be made on a mileage basis at the federal government reimbursement rate plus parking and tolls. Receipts are required for parking lots fees.
- 3. Car rentals are to be made through the administrative group. No car rental will be reserved or reimbursed if the expenditure has not been approved in advance. The rental car is to be a compact car unless justification for a larger car size is approved. Reimbursement will be made for the purchase of gasoline. When reserving a car, a governmental administration rate supplement will be requested which will provide additional insurance coverage. CMAP will not pay for any additional insurance coverage. If an employee requests additional coverage, the expenditure is the obligation of the employee.
- 4. Air or train travel arrangements must be approved by the deputy executive director.
- 5. Employees will be reimbursed for the cost of travel and hotel accommodations.
- 6. Reimbursement for meals will be paid on a per diem basis and a receipt is not required. Reimbursement is as follows:

In-State: Breakfast - \$6.00, Lunch - \$6.00 and Dinner - \$18.00 Out-of-State: Breakfast - \$10.00, Lunch - \$10.00 and Dinner - \$25.00

Lodging

 Hotel reservations and conference registrations are to be made by the staff member requesting travel. In reserving a hotel room, a conference, government or weekend rate must be requested. The lowest available rate is required for all travel. Administration will furnish the staff member with a government rate authorization letter upon request. Lodging requested above the federal government authorized rate must have prior approval from the executive director.

Expense Reports

- 1. Reimbursement will be made for eligible expenses following the submission of an expense report approved by the working group deputy executive director with accompanying receipts.
- 2. No travel advances will be issued. Expense claims with supporting documentation will be paid within 10 days of approval.



Business Travel Policy

DRAFT for Board approval on April 11, 2007

- 3. Staff name, destination and purpose of the trip must be written on the back of each receipt.
- 4. Expense reports with all supporting documentation must be filed within 60 days after the travel-related expense has been incurred.
- 5. Receipts are required to document all expenses except food, transit, tolls, parking meters and tips. Receipts for expenses under \$10.00 are not required.
- 6. Any requests outside of this policy must be approved by the executive director.
- 7. CMAP reserves the right of denying any expenditure that has not been approved in advance.

