

**Council on Library and Information Resources  
Travel & Expense Policy**

What CLIR Will Reimburse

We compensate fully all travel undertaken for official CLIR business, including the following:

- Economy-class air travel at the best price available. Whenever possible, travelers are expected to book flights far enough in advance to take advantage of price savings.
- Actual costs of food, lodging and transportation. We do not pay a per diem. Original receipts are required for items of \$25 and greater. Travelers are expected to pay for all personal incidentals.
- For those who are traveling from a distance that requires an overnight stay, CLIR will cover one night's hotel charges as well. Hotel costs for a Saturday 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.
- Mileage is reimbursed at \$.55 per mile when personal vehicle is used. This is in accordance with the Federal Government calculations issued on November 24, 2008 and is effective on January 1, 2009.

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

- Travelers must submit expenses on CLIR's reimbursement forms, which are distributed at CLIR meetings or may be obtained from CLIR upon request.
- Original receipts are required for all items \$25 or greater, including airline or train ticket passenger receipts. Any unreceipted item under \$25 should be itemized on the form.
- Attach receipts to the reimbursement form and send to the address given on the form, or to the CLIR Director of Administration's attention.
- When travel costs are shared among individuals or among individuals and their institutions, CLIR will send a single reimbursement check. It is the traveler's responsibility to disperse the funds to the other parties.