

**HIDDEN COLLECTIONS PROGRAM SYMPOSIUM
WASHINGTON COURT HOTEL, WASHINGTON, DC
MARCH 29-30, 2010**

TRAVEL & EXPENSE POLICY

What CLIR Will Reimburse

CLIR will fully compensate expenses for up to 2 representatives from each Hidden Collections project for 2008 and 2009 in accordance with our travel policy as outlined below:

- Actual costs of food and transportation; transportation methods may include any reasonable combination of personal vehicle, rental vehicle, airfare, train fare, taxi, shuttle, bus and/or metro charges, subject to the terms outlined below. 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 provide up to two nights' hotel stay at the conference hotel. Hotel costs for an additional night will be reimbursed when staying the extra night results in airfare savings greater than the additional food and lodging cost. 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 \$.50 per mile when a personal vehicle is used. This is in accordance with the Federal Government calculations issued on December 3, 2009 and is effective on January 1, 2010.
- Economy-class air travel is reimbursed at the best price available. Whenever possible, travelers are expected to book flights far enough in advance to take advantage of price savings. The airports 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).
- Coach-class train travel, economy or compact rental car, regular taxi or airport shuttle fare are reimbursable at the best price available.

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 Meeting Planner'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.