

Council on Library and Information Resources
Travel & Expense Policy

***Note: as of March 17, 2020, an amendment has been incorporated into this travel policy to address concerns related to the COVID-19 outbreak (see below). This amended travel policy will be in effect until further notice.*

Transportation

CLIR will compensate expenses for the actual costs of transportation. Transportation methods may include any reasonable combination of airfare, personal vehicle, rental vehicle, train fare, taxi, shuttle, bus or metro/subway charges, subject to the terms outlined below.

- **Airfare:** Air travel is reimbursed at the best economy-class price available. Whenever possible, travelers are expected to book flights far enough in advance to take advantage of price savings. If attending a meeting in Washington, D.C., the airports considered 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).
- **Rental car:** CLIR will generally reimburse for economy or compact rentals; requests for a larger car class in the case of several individuals sharing one vehicle must be pre-approved by CLIR. CLIR will also reimburse the actual costs of fuel associated with the rental vehicle.
- **Personal vehicle:** When a personal vehicle is used, mileage is reimbursable at the IRS standard mileage rate for business miles driven (as in effect on the date the travel occurred), up to the amount of an equivalent economy-class airfare ticket.
- **Coach-class train travel, taxi, airport shuttle, and bus and metro/subway fares** are reimbursable at the best price available.

Food and Lodging

CLIR does not pay a per diem and compensates expenses for the actual costs of food and lodging as follows. Original itemized receipts are required for all expenses. Travelers are expected to pay for all personal incidentals.

- **Food and beverage**, excluding alcohol, are reimbursed at actual cost. Charges for alcoholic beverages are reimbursable only upon pre-approval by CLIR.
- **Hotel charges** will be covered for the nights of the meeting or conference for those who are traveling from a distance that requires an overnight stay.
 - Hotel costs for an extra 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.

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

- **Itemized receipts** are required for all expenses.
- Travelers must submit expenses on CLIR's reimbursement forms, which are distributed at CLIR meetings or may be obtained from CLIR upon request. Attach receipts to the reimbursement form. If submitted electronically, receipts must be combined into a single PDF file. Please do not send image files or multiple PDFs.

Forms and receipts can be sent via email to Diane Ramirez, Office Manager, at dramirez@clir.org.

Amendment to CLIR Travel Policy
Effective March 17, 2020 until further notice

Due to the global impact of COVID-19, CLIR is temporarily amending its travel policy to provide better clarity regarding our policies and procedures in this time of uncertainty.

Those who need to cancel travel, conferences, or other activities due to the pandemic should not be concerned about expenses. CLIR will reimburse all non-refundable expenses incurred to date.

We ask that our staff and external partners use discretion in booking future travel and conferences at this time and not incur any new non-refundable travel, lodging, registration fees, etc. without pre-approval from relevant CLIR program staff, supervisors, or CLIR's chief operating officer. Such costs, if not pre-approved, may not be eligible for reimbursement.

Note that all reimbursement requests still require appropriate documentation as outlined in CLIR's main travel policy.

Flights

CLIR will reimburse non-refundable flight costs, recognizing that in many cases this may be the entire ticket cost.

Where some or all of a ticket price is refundable:

- **If you purchased the flight on your personal credit card and have not yet received reimbursement from CLIR**, you may keep the credit (whether monetary or a flight credit) for your own personal use and request reimbursement for the non-refundable portion.
- **If you purchased the flight on your personal credit card and have already received reimbursement from CLIR**, and the airline issues you a credit back to your credit card, you can send CLIR a check for the amount (see "Return of funds," below).
- **If you receive a credit from the airline that can be applied to future CLIR travel**, you may still apply for reimbursement of the entire cost with a note indicating how you plan to use the credit for CLIR travel in the future.
- **If you receive a credit from the airline that cannot be applied to future CLIR travel**, if at all possible we ask that you:
 - do not request reimbursement for that amount, or
 - return funds to CLIR if you have already received reimbursement from us, so that funding can be reallocated to other needs (see "Return of funds," below).

However, we recognize that some of you may receive credits you will not be able to use within the parameters set by the airline, and in those cases CLIR will reimburse you the full cost of the flight.

Lodging and other travel expenses (e.g. train fare, rental cars)

The guidelines above also apply to expenses incurred for lodging, train tickets, rental cars, etc.

Registration/conference fees

CLIR will reimburse the cost of non-refundable registration fees. If you are refunded any portion of a fee that CLIR has already reimbursed you for, please return the funds to us (see "Return of funds," below).

Return of funds

Checks may be mailed to CLIR at:

Council on Library and Information Resources
2221 S. Clark Street
Arlington, VA 22202

If you would like to return funds electronically (e.g. via ACH), please contact Sharon Ivy Weiss at sivy@clir.org.