



Council on Library and Information Resources Travel & Expense Policy

This policy is intended to provide guidance for those traveling on CLIR business when costs will be covered by CLIR. Travelers may make their own travel arrangements within the parameters described below, unless CLIR staff provide alternate directions.

We encourage all those traveling on CLIR business to consider the impact of their travel on the environment. Please read [our Statement on Sustainability](#) below for additional information.

Questions about the policy, pre-approval requests, and any requests for exemptions should be directed to your CLIR point of contact or CLIR's Administrative Services Manager, Diane Ramirez (dramirez@clir.org).

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Transportation

CLIR compensates expenses for the actual costs of transportation. Transportation methods may include any reasonable combination of train fare, bus fare, airfare, personal vehicle, rental vehicle, taxi, shuttle, metro/subway charges.

Train/Bus: Tickets are reimbursed at coach/economy class price. For long-distance overnight trips, CLIR will cover the cost of a sleeping room or berth at the best price available.

Rental car: CLIR will reimburse 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 reimburse the actual costs of fuel or electric charging associated with the rental vehicle. CLIR will cover additional expenses (within reason) for lower carbon car rental options.

Personal vehicle: Reimbursement for costs related to use of a personal vehicle is made at the IRS standard mileage rate (as in effect on the date the travel occurred) for business miles driven, up to the amount of an equivalent economy-class airfare ticket. Note: this mileage rate is designed to cover energy costs associated with operation of the vehicle, so no additional reimbursement will be made for fuel or charging expenses.

Airfare: Air travel is reimbursed at the regular economy-class rate.¹ Checked baggage and seat reservation fees are also reimbursable.

¹ Many airlines now offer very low-priced tickets classed as "Basic Economy," with restrictions on seat selection, carry-on baggage, etc. CLIR does not require those traveling on organizational business to purchase tickets at this lowest level and no pre-approval is required to purchase regular economy class (instead of basic economy class) tickets. Premium economy or other categories of ticket fare must be pre-approved by CLIR.

Taxi, airport shuttle, bicycle rental (including e-bike or cargo bike rental), **metro/subway, and local bus or train fares** for local meeting-related transportation needs are reimbursable. Travelers may also request pre-approval from CLIR for costs related to bringing a personal bicycle (e.g. train or airline checking fees).

Food and Lodging

CLIR does not pay a per diem and compensates expenses for the actual costs of food and lodging as follows. Copies of original itemized receipts are required for all expenses. Travelers 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 night(s) of the meeting or conference for those who are traveling from a distance that requires an overnight stay.

- Hotel costs for additional night(s) will be reimbursed when a meeting's schedule makes it difficult for the participant to reasonably arrive in the morning, or depart in the evening, of the event, and/or 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 the 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 pays all additional costs (travel, hotel, food, etc.) for the personal leg of the trip.

Statement on Sustainability

CLIR recognizes that travel has an environmental impact and contributes to the climate crisis; the benefits of in-person gatherings must be balanced against that impact. We also have a responsibility to our funders, including our sponsors and members, to consider financial cost as part of the equation. We trust those traveling on CLIR business are mindful of these tensions and will select transportation and lodging thoughtfully when determining how, and whether, to travel on CLIR business.

Methods of travel

Travel by methods such as train, bus and carpooling generally have significantly lower CO2 emissions than air travel and solo car travel. CLIR will cover costs related to slower but greener travel when feasible, including compensating travelers for additional meals/lodging (e.g., reservation on a train sleeper car) incurred by choosing these methods. We realize slow travel may not be practical for all travelers given other demands on their time, and it is not required. When feasible, CLIR also encourages the use of bicycles, walking, public transportation, and/or alternative fuel vehicles (electric, hybrid electric, etc.) for local transportation. CLIR will cover additional expenses (within reason) for lower carbon car rental options.

Carbon offsets

When traveling by plane, CLIR will reimburse fliers for the cost of related carbon offsets offered by some airlines and travel booking companies (e.g., the Expedia Group) if they wish to purchase them. If a traveler wishes to purchase a carbon offset offered by a third party, please contact CLIR for pre-approval. For more information about carbon offset calculations, see the International Civil Aviation Organization (ICAO) website: <https://www.icao.int/environmental-protection/Carbonoffset/Pages/default.aspx>.

Lodging

In cases where CLIR does not have a negotiated rate with a particular property and participants select their own lodging CLIR encourages travelers to consider staying at hotels actively working to reduce their environmental impact.

Reimbursement Procedures

All reimbursement requests must be submitted electronically. CLIR neither requires nor accepts original paper receipts.

- Travelers must submit expenses using CLIR's reimbursement form, which are distributed at CLIR meetings or may be obtained from CLIR upon request.
- Forms and receipts should be sent in one combined PDF to Diane Ramirez, Administrative Services Manager, at dramirez@clir.org. Email is our preferred method, but forms may also be faxed to CLIR at +1 202-600-9628.
- Itemized receipts are required for all expenses. Receipts should be scanned and combined into one PDF file with the completed and signed reimbursement form. Please do not send multiple separate files, or image files.
- Reimbursements are generally made within 30 days of CLIR's receipt of the traveler's completed reimbursement form and receipts. If CLIR has any questions about your submission, we'll contact you as soon as possible.

Questions

Questions about the policy, pre-approval requests, and any requests for exemptions should be directed to your CLIR point of contact or CLIR's Administrative Services Manager, Diane Ramirez (dramirez@clir.org).

Cancellation policies

Those who need to cancel travel, conferences, or other CLIR activities due to pandemics, political unrest, or other unforeseeable events that impact one's ability to travel safely should not be concerned about expenses. CLIR will reimburse all non-refundable expenses incurred in accordance with our standard travel policy.

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 expenses (e.g. train fare, rental cars, registration fees)

The guidelines above apply to other non-refundable travel expenses incurred for lodging, train tickets, rental cars, etc. CLIR will also reimburse the cost of non-refundable conference 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 can be mailed to CLIR at:

Council on Library Information Resources
PO Box 825698
Philadelphia, PA 19182-5698

NOTE: The above address is for First Class Mail only. All Overnight Mail by special couriers should be sent to the site address listed below and should reflect the Lockbox Number and Name.

COUNCIL ON LIBRARY INFORMATION RESOURCES
LOCKBOX NUMBER 825698
525 Fellowship Rd., Suite 330
Mt. Laurel, NJ 08054-3415

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