

## Guidelines for Participant Reimbursements from CCC

We ask participants traveling at CCC's expense to please do so as economically and reasonable as possible, please follow these guidelines. CCC can reimburse only necessary and reasonable expenses. These typically include economy airfare, ground transportation, lodging, and meals while traveling. Use the federal per diem as a guideline to determine "reasonable."

This rate can be found at: <http://www.gsa.gov/portal/category/21287>

Please contact Khari Douglas ([kdouglas@cra.org](mailto:kdouglas@cra.org)) in advance of your travel should you have questions.

Please remember the following **restrictions** when making your arrangements:

1. Any foreign travel must be approved in advance. Please contact Khari Douglas ([kdouglas@cra.org](mailto:kdouglas@cra.org)) with any questions regarding foreign travel. You must attach approval to your CRA Participant Reimbursement form.
2. **Car rentals are disallowed** unless pre-approved for unique circumstances. Please contact Khari Douglas ([kdouglas@cra.org](mailto:kdouglas@cra.org)) with any questions regarding car rentals. You must attach approval to your CRA Participant reimbursement form.
3. **Meals provided by the conference/meeting/workshop** will not be reimbursed.
4. **Personal items** will not be reimbursed.
5. **Alcoholic beverages** will not be reimbursed.
6. **Combined travel** - If you combine CRA travel with other professional or personal activities, only the portion directly related to CRA may be claimed for reimbursement.
7. **Standard Federal travel policies apply**- CCC will reimburse for non-refundable economy airfare on U.S. Flag carriers.

### Completing the CRA Participant Reimbursement form:

1. Fill in your name and provide the address where you want the check to be sent.
2. Indicate where you traveled and for what purpose.
3. List all daily expenses in the appropriate columns.
4. List all expenses in US dollars. If you incurred expenses in a currency other than U.S. dollars, use the appropriate exchange rate to make the conversion.
5. Print and sign the CRA Participant Reimbursement form.
6. Scan and save the CRA Participant Reimbursement form and all receipts in **one PDF. Please be sure to include receipts for all expenses exceeding \$75.00 (scanned copies are fine).**

### Submitting the CRA Participant Reimbursement Report form:

1. You may not submit your expense reimbursement form until after the event has concluded.
2. Please submit your CRA Reimbursement form **within 10 business days following the activity.**
3. E-mail the form/receipts in **one PDF** to [kdouglas@cra.org](mailto:kdouglas@cra.org) (Cc Jill Hallden [jhallden@cra.org](mailto:jhallden@cra.org)).