

CMI Travel Guide

Below are some guidelines that must be followed for any travel that is being reimbursed by the University. **This list is not comprehensive.** If you have any questions, or are unsure whether an expense is appropriate, please ask. Expenses incurred that are not in adherence with University policy will not be reimbursed. Remember, these trips are paid for using funds that have been donated or granted to us to continue our academic mission. Keep this in mind as you incur expenses for your trip.

Airfare

Economy airfare only. If you fly first/business class you will be responsible for the difference in fare. If you choose to pay the difference for a first/business class ticket, documentation must be provided showing the economy fare for the ticket on the day of purchase. Failure to provide this documentation may result in the airfare not being reimbursed at all.

Hotels

Your hotel should be in close proximity to your meeting or conference location. Potentially excessive hotel rates (>\$200/night) may be investigated to ensure the expense is reasonable and necessary for the trip. If higher priced accommodations are the only option, consider printing quotes from nearby hotels for comparison. For example: Staying in a hotel downtown, where rates are typically higher, when your meetings are in the suburbs is not appropriate.

Transportation

Rental cars can be rented from any agency, but it is recommended that rental cars be rented through an agency that has contracted pricing with the University. These agencies include Enterprise, National, and Hertz. When using the contracted agencies, the University's contract ID number is required to receive contracted rates and they also include insurance. Please see CMI administration for these codes if a rental car is needed. Additional insurance purchased from any rental car agency will not be reimbursed.

Taxis, shuttles, and rideshare services such as Uber are alternate means of transportation. All receipts must be itemized showing the company and amount. Use of these services must not be excessive; documentation showing the necessity of trips may be requested. Taking a trip to sightsee around the city is not an appropriate use of University funds.