



# COUNCIL ON UNDERGRADUATE RESEARCH

## CUR TRAVEL POLICY

It is the policy of the Council on Undergraduate Research (CUR) to reimburse individuals for reasonable and necessary expenses incurred in connection with approved travel on behalf of the organization. Travel must be approved by the CUR National Office. Travelers should verify that planned travel is eligible for reimbursement prior making travel arrangements/incurred expenses.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and use travel discounts when making travel arrangements when available. Travelers are encouraged to book their travel at least 30 days in advance to avoid premium pricing.

Travels must submit an [Expense Travel/Reimbursement Request form](#), with *itemized* receipts for all expenses, within 30 days of traveling. Expense/Travel Reimbursement Request forms not submitted within this time frame require exception approval from the CUR National Office, and may not be reimbursed.

### Travel Reimbursement Guidelines:

Allowable Expenses	Details	Restrictions
<b>Airline*, Rail, or Bus Tickets</b>	<ul style="list-style-type: none"> <li>Coach or economy tickets only*.</li> <li>Checked baggage fee of up to \$50, if carrier charges for 1<sup>st</sup> checked bag.</li> <li>Roundtrip airfare exceeding \$500 requires special approval from the CUR National Office prior to booking.</li> </ul>	<ul style="list-style-type: none"> <li>Business or First-class tickets*.</li> <li>Other upgrade fees, such as early check-in, extra room, seating selections, etc.</li> <li>Spouse/guest travel.</li> <li>Personal entertainment and/or alcohol.</li> <li>Cancellation fees</li> </ul>
<b>Rental Car</b>	<ul style="list-style-type: none"> <li>Requires special approval from the CUR National Office prior to booking.</li> <li>Travelers are encouraged to purchase collision damage waiver and loss damage waiver coverage, reimbursable</li> <li>Drivers should be aware of the extent of coverage provided by his/her auto insurance company for business travel</li> </ul>	<ul style="list-style-type: none"> <li>Rental cars rented without prior approval from the CUR National Office</li> <li>Rental car fines charged for cleanliness of vehicle upon return, damage to vehicle, fuel, etc.</li> <li>Parking tickets</li> <li>Cancellation fees</li> </ul>
<b>Mileage and/or Tolls</b>	<ul style="list-style-type: none"> <li>Reimbursement at current IRS mileage rate</li> <li>Supporting documentation detailing route required, such as Google maps.</li> </ul>	<ul style="list-style-type: none"> <li>Mileage that exceeds the cost of an airline ticket</li> </ul>
<b>Parking</b>	<ul style="list-style-type: none"> <li>At airport, hotel and/or event location</li> </ul>	<ul style="list-style-type: none"> <li>All other parking without prior approval</li> </ul>
<b>Taxi/Uber/Lyft</b>	<ul style="list-style-type: none"> <li>To and from conference/meeting</li> </ul>	<ul style="list-style-type: none"> <li>All other travel without prior approval</li> </ul>
<b>Hotel</b>	<ul style="list-style-type: none"> <li>Standard business room rates</li> <li>Limited to conference rate, if applicable</li> <li>Single room rates, unless the second party is representing CUR in an authorized capacity.</li> </ul>	<ul style="list-style-type: none"> <li>Spouse/guest travel.</li> <li>Personal entertainment and/or alcohol.</li> <li>Other hotel fees, such as phone, internet, laundry, valet, etc.</li> <li>Cancellation fees</li> </ul>

## COUNCIL ON UNDERGRADUATE RESEARCH CUR TRAVEL POLICY- PAGE 2 OF 2

<b>Meals</b>	<ul style="list-style-type: none"> <li>• \$61 daily maximum reimbursement allowance (with itemized receipts)             <ul style="list-style-type: none"> <li>○ \$11 breakfast</li> <li>○ \$15 lunch</li> <li>○ \$35 dinner</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• If a free meal* is provided at the event or is included in the cost of air/train ticket or hotel accommodations, the daily allowance for the meal may not be claimed.</li> <li>• Alcohol</li> </ul> <p style="text-align: center;"><i>*For CUR events, please inform the National Office of dietary restrictions in advance</i></p>
<b>Tips</b>	<ul style="list-style-type: none"> <li>• Reasonable tips for services</li> </ul>	<ul style="list-style-type: none"> <li>• Excessive tips, based on acceptable tipping guidelines for the U.S.</li> </ul>

*\*Should you wish to upgrade your seat, pay for priority seating or the like, please ensure you include an itemized receipt or provide a copy of a quote for a coach/economy ticket with your reimbursement request. You will be only be reimbursed for the coach/economy rate prior to upgrades.*

If a circumstance arises that is not specifically covered in this travel policy, approval should be requested from the CUR National Office prior to incurring expenses. Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the CUR National Office.

[Expense Travel/Reimbursement Request forms](#) must be returned, with *itemized* receipts, within 30 days of travel via email to [accounts@cur.org](mailto:accounts@cur.org).

### **CUR Councilor travel to Annual Business Meeting:**

CUR Councilors and Committee Members traveling to attend the Annual Meeting Business meeting are not eligible for travel reimbursement under this policy. All attendees are expected to cover the cost of their registration and travel expenses to attend this meeting.

### **Executive Board member travel to Winter Executive Board Meeting:**

CUR will reimburse up to \$750 in travel expenses for Executive Board members traveling to the winter board meeting, unless otherwise approved.

CUR will pay for meal expenses (when taking meals on your own, CUR will reimburse up to \$30 per day if itemized receipts are turned in to CUR).

CUR pays all the hotel expense for typically 2 nights when booked through the CUR room block, unless otherwise approved.

Executive Board members are expected to follow the travel reimbursement guidelines listed above.

All Eboard Members are asked to request support from their home institutions to attend CUR meetings. Where necessary or useful we will be happy to provide an invoice for the local costs and/or a letter of thanks for the support and for your service to the Dean and/or President.