



OERA Travel Policy

All travel must be approved by the Association prior to booking. The Associations may require a summary of the reasons for the travel and agendas prior to approving travel.

AIR TRAVEL

The Grant Recipient agrees to use a professional travel agency to reduce travel costs through all means possible. The standard Associations policy for air travel is economy class.

HOTEL

Travelers shall book accommodation in hotels with which the Associations have arranged special arrangements from time to time. The Associations shall advise the Grant Recipient of which hotel(s) it has made special arrangements with for purposes of this Agreement and travelers shall book accommodation with those hotels.

RECEIPTS

Receipts are required regardless of amount for air/rail transportation, lodging expenses and car rentals.

The approved per diem rate for meals is \$40.

Receipts are required for all other costs (e.g., parking, tolls, taxis).

If, for any reason, an original receipt is lost and a duplicate receipt is not provided, the traveler must submit a signed justification for the cost. If an acceptable justification is not provided, reimbursement for that expense will not be made.

INELIGIBLE EXPENSES

Reimbursement will be made for all reasonable and allowable travel expenses, excluding, but not limited to the following:

- Alcoholic beverages;
- Entertainment – in room movies, concerts, museums, etc;
- Payment of fines for traffic violations;
- Damage to vehicles;
- Lost or stolen articles;
- Laundry, dry cleaning services;
- Credit card costs including finance charges and usage fees; and
- Cell phone fees and charges.