COUNCIL ON UNDERGRADUATE RESEARCH
NON-EMPLOYEE TRAVEL POLICY

Purpose

The purpose of this policy is to provide guidelines for travel arrangements and reimbursements for individuals who are not employed by the Council on Undergraduate Research (CUR), but who will be traveling on behalf of the organization. This policy will help to ensure that travel is conducted efficiently and in a cost effective manner.

Pre-Travel Authorization

All travel must be approved by the CUR National Office. Individuals should verify with their CUR National Office point of contact that their travel is eligible for reimbursement prior to making any travel arrangements and/or incurring any expenses.

Booking Travel Arrangements

Individuals seeking reimbursement should incur the lowest reasonable travel expenses and use travel discounts when making travel arrangements when available. Travel should be booked no less than 45 days in advance of the intended departure date. Exceptions may be made in situations where the travel is unexpected, making booking last-minute unavoidable.

Travel Expenses Eligible for Reimbursement

- **Transportation**
  - Air, rail, or bus tickets:
    - Individuals electing to travel via air, rail, or bus may submit for reimbursement for tickets booked in coach or economy class. Tickets exceeding $500 must be approved in advance by the CUR National Office.
    - Individuals may check one bag that does not exceed the airlines baggage weight limit.
  - Personal vehicle use:
    - Individuals using their personal vehicle may submit for mileage reimbursement. To receive reimbursement, supporting documentation detailing the route, such as directions from google maps, should be submitted with your expense reimbursement request. Mileage will be reimbursed at the approved IRS milage rate at the time of travel, with the maximum reimbursement being equal to the cost of an airline ticket.
    - Tolls and parking fees incurred at the airport, hotel, and event location during travel may be submitted for reimbursement.
  - Taxi/Rideshare Services:
    - Taxi or rideshare services to and from the airport to the hotel/event location and to and from the hotel to the event location may be submitted for reimbursement.
  - Rental Cars:
    - The use of rental cars may be approved in limited situations, such as when the travel destination is a significant distance from the local airport or where there are multiple individuals traveling from the airport the destination and sharing a rental car is more cost effective than ride share services. All rental car use must be approved in advance by the CUR National Office.

    - Individuals should book standard or economy class vehicles unless a specific business need justifies an upgrade and the upgrade is approved by CUR National Office in advance.
    - Fuel costs, tolls, and parking fees incurred at the hotel and event location during the rental period may be submitted for reimbursement.
    - Rental vehicles should be used for business purposes only.
    - Vehicles should be returned in the same condition as when picked up, with all personal belongings removed, and with a full tank of gas unless otherwise specified in the rental agreement.
    - Individuals should be aware of auto rental insurance requirements in the state(s) the vehicle will be used and the extent of coverage provided by their personal auto insurance company for business travel. Individuals requiring auto rental insurance through the rental car company must obtain advance approval from the CUR National Office.

- **Accommodations**
  - Hotel costs, or equivalent lodging, may be submitted for reimbursement. Individuals should book within the room block for the event they are attending, when applicable. If a room block rate is not available, individuals should book at the lowest standard room rate.
- **Meals**
  - Reimbursement for meals will be provided up to a daily maximum of $75.00 (with itemized receipts, tip included). If a free meal is provided at the event, is included in the cost of transportation, or is included with hotel accommodations the full daily allowance for meals may not be claimed.
  - Alcoholic beverages are not eligible for reimbursement.
- **Tips**
  - Reasonable tips for services are eligible to be submitted for reimbursement.
- **Special Circumstances**
  - Should you need an accommodation or would like to request an exception to the policies outlined in this document, please contact your CUR National Office point of contact.

Travel Expense Limits/Restrictions

- Reimbursements are subject to the approval of the CUR National Office and may be capped based on the organization's approved annual budget.
- The following restrictions apply, and any associated expenses incurred will not be approved for reimbursement, when traveling on behalf of CUR: unapproved travel, upgrade fees, spouse/guest travel, personal entertainment, alcohol, cancellation fees, fines, parking tickets, or moving violations.

Travel Reimbursement Submission

To be reimbursed, individuals must submit an Expense Reimbursement Form, with itemized receipts for all expenses, within 15 days of the completion of traveling. Reimbursement requests not received within this timeline may not be reimbursed. CUR is not liable for any personal expenses incurred during travel that are not pre-approved or reimbursable according to this policy

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Travel Conduct

- **Behavior**: Individuals are expected to represent CUR professionally at all times. This includes adhering to CUR's Code of Conduct and Code of Ethics and also following local laws and regulations.
- **Itinerary:** Individuals must provide a copy of their final itinerary to their CUR National Office point of contact at least twenty-four (24) hours prior to departing for the travel.
- **Emergency Contact**: Individuals should provide emergency contact information to their CUR National Office point of contact and be reachable during travel. In case of emergency, please contact the appropriate emergency responders (medical, fire, police, etc). After the immediate danger has been resolved and you are in a safe location, please alert your CUR National Office point of contact.

Insurance Coverage

CUR does not provide travel insurance. Individuals are encouraged to obtain their own travel insurance at their own expense.

Elected Volunteer Leader travel to ConnectUR

Elected volunteer leaders are encouraged to attend ConnectUR to support the organization, collaborate with other volunteer leaders, and network with CUR members and non-member conference attendees who may be interested in learning more about joining CUR and your division. Board Directors, Councilors, and Division Representatives traveling to attend ConnectUR are not eligible for travel reimbursement under this policy and are expected to cover the cost of their registration and travel expenses. The CUR National Office can provide you with a template to help justify the expense of attending the meeting to your institution.

Policy Review

Each fall, the Executive Officer and Director of Organizational and Governance Operations will review and make necessary updates to ensure it remains relevant and effective. The policy will also be reviewed by CUR's legal representative and then it will be shared with the full board for awareness.

Questions

For any questions or clarifications regarding this policy, individuals should contact CUR's customer experience team at cur@cur.org.