

CAIS Travel Guidelines

CAIS recognizes the value of volunteer efforts on behalf of the national organization and that travel is often required.

CAIS will reimburse volunteers for reasonable travel expenses incurred through participation in pre-approved CAIS events. Volunteers will be responsible for making their own travel arrangements and CAIS will reimburse for mileage, airline or train travel, ground transportation, accommodations, and meals during travel upon presentation of applicable receipts.

CAIS only accepts original itemized receipts for expenses accompanied by a completed CAIS Expense Claim, and they must be submitted within 30 days of the event.

Travel and accommodation expenses represent a significant cost to CAIS and therefore volunteers are asked to be reasonable about expenses and to use the most economical and reasonable expense alternatives for travel to and from the event. Please arrange travel as early as possible to secure the cheapest rates.

Hotel Accommodation

Hotel accommodations for a standard room will be reimbursed for volunteers living more than 50 km from the CAIS event venue.

Hotels offering CAIS event rates should be utilized. Please contact the CAIS office to inquire about such rates.

Travel

Please inform the Executive Assistant of your travel plans once they are confirmed.

Personal Car/Mileage

Volunteers may use personal automobiles when it is the most convenient means of transportation and/or no other transportation is available.

Volunteers using their automobiles to participate in CAIS events are expected to carry adequate insurance for their own protection.

CAIS will reimburse volunteers for mileage at the current published rate (please contact the CAIS office for the current rate) to a maximum amount; no greater than the cost of an economy airline ticket to the destination.

Air Travel

Economy Class is the standard for air travel. Airline preference is the choice of volunteers and the traveler keeps any travel points from a frequent flyer program. **Please note that we do not cover the extra cost for upgraded seats, additional baggage or advanced seat selection.**

Please do not ask CAIS to reimburse you for points. All changes to flights will not be covered by CAIS.

Train/Bus Travel

Alternatives to air travel may be used provided they are the most economical means of transportation and cost no more than the equivalent amount in economy airfare.

Ground Transportation

CAIS will reimburse for ground transportation. Airport shuttles should be used if available. Where no shuttle is available, please use flat rate taxis.

Car Rental

Under normal circumstances, CAIS does not cover car rentals. Should this be the only means of travel, please consult with the Executive Assistant of CAIS first.

Meals

Volunteers traveling on behalf of CAIS are reimbursed on a per meal basis at the following maximum rates when they actually incur the cost of a meal. They will not be reimbursed for meals paid for or provided by others. Please note that CAIS does not reimburse for the cost of alcoholic beverages.

Breakfast:	\$ 10.00
Lunch:	\$ 15.00
Dinner:	\$ 35.00
Maximum allowance per day:	\$ 60.00

*Per diems are not permitted.

Personal Charges

Items of a personal nature such as, but not limited to, dry-cleaning and in-house movies are not reimbursable.

Expense Receipts

To comply with audit requirements, original itemized receipts must be submitted and accompanied by a completed CAIS Expense Claim in order to obtain reimbursement. Credit card and/or debit slips alone are not acceptable.

Airline/train/bus ticket receipts (last official copy of airline ticket) must accompany the claim. Receipts must always be submitted for all expenses. Please note that no expenses will be reimbursed without a receipt.

Submission of Expense Accounts

Please submit your expense claims and receipts to CAIS as soon as possible after the event. Occasionally you may be requested to FAX the expense form to CAIS and to follow up by mailing the original and receipts.

**CAIS manages well over 100 travelers each year.
Your cooperation with the above guidelines is very much appreciated.**