



## MSRC TRAVEL REIMBURSEMENT POLICY

Policy: **MSRC sponsored persons will be reimbursed for the most economical usual and customary expenses directly related to assigned purpose of travel.**

### **Guidelines:**

1. You may make your personal travel arrangements but must have documented preapproval for expenses (transportation and room reservations) from the committee chair person before reservations are made. *Lack of preapproval may result in declined reimbursement.*
2. Travel arrangements should be made as early in advance as possible. Late reservations incur extra expense; hotel reservations at sites other than those identified specifically for the event may not be reimbursed without preapproval from the MSRC BOD.
3. Personal travel expenses are not reimbursable. Upgrade from economy class or early check-in fees will not be reimbursed by the M.S.R.C.
4. Fees to check one (1) piece of luggage at normal rate may be paid with pre-approval; extra luggage or overweight limit fees will not be reimbursed.
5. If driving to the event, the cost of travel will be reimbursed to the equivalency of other forms of transportation, whichever is most cost effective.

### **For MSRC Student Member Related Events:**

1. An MSRC BOD representative will make travel arrangements to the event after BOD and committee chair approval for expenses. (each committee budget indicated number of room nights to be paid)
2. The student member must provide the representative with:
  - a. Personal information required for reservation and security clearance purposes.
  - b. Departure and arrival airport city and/or code
  - c. Preferred airline and departure dates and times
3. The MSRC BOD representative may use the MSRC credit/debit card to make the purchases.