

Guidelines for Expense Reimbursements from CRA

We ask participants traveling at CRA's expense to please do so as economically as is reasonable and follow these guidelines. CRA can reimburse only necessary and reasonable expenses. These typically include economy airfare, ground transportation, and meals while traveling. This also includes reasonable expense for meals. Use the federal per diem as a guideline to "reasonable."

This rate can be found at <http://www.gsa.gov/portal/category/21287>

Please contact Erik Russell (erik@cra.org) in advance of your travel should you have questions.

Please remember the following **restrictions** when making your arrangements:

- a. **Any foreign travel must be approved in advance.** Please contact Erik Russell (erik@cra.org) with any questions regarding foreign travel. You must attach approval to your CRA Participant Expense Report form.
 - i. If approved for foreign travel, you must generally **use only US flag- flying carriers.**
- b. **Car rentals are disallowed** unless pre-approved for unique circumstances. Please contact Erik Russell (erik@cra.org) with any questions regarding car rentals. You must attach approval to your CRA Participant Expense Report form.
- c. **Meals provided by the conference/meeting/workshop** will not be reimbursed.
- d. **Personal items** will not be reimbursed.
- e. **Alcoholic beverages** will not be reimbursed.
- f. **Combined travel** - If you combine CRA travel with other professional or personal activities, only the portion directly related to CRA may be claimed for reimbursement.

Completing the CRA Participant Expense Report form:

1. Fill in your name and provide the address where you want the check to be sent.
2. Indicate where you traveled and for what purpose.
3. List all daily expenses in the appropriate columns.
4. List all expenses in US dollars. If you incurred expenses in a currency other than US, use the appropriate exchange rate to make the conversion.
5. Print and sign the CRA Participant Expense Report form.
6. Scan and save the CRA Participant Expense Report form and all receipts in **one PDF. Please be sure to include receipts for all expenses exceeding \$25.00 (scanned copies are fine).**

Submitting the CRA Participant Expense Report form:

- a. Please submit your CRA Participant Expense Report **within 10 business days following the activity.**
- b. E-mail the form/receipts in **one PDF** to invoices@anybill.com (and cc to scorbett@cra.org and erik@cra.org), or
- c. Fax the form/receipts to 301-542-0167, or
- d. Mail the form/receipts to: PO Box 34781, Bethesda, MD 20827-0781.