

1-2014 Travel and Reimbursement Guidelines

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I. PURPOSE

- A. Travel on Commission business to support or promote Compact-related programs is a valuable and necessary activity for the Commissioners and Ex-officio members, and staff. Expenses incurred for business and other travel expenses are reimbursable when properly documented, approved, and in compliance with Commission and Council of State Governments' travel policies and requirements.
- B. Only reasonable, necessary, and appropriate travel and business expenses will be funded by the Commission; expenses of a personal nature are unallowable and are the traveler's obligation.
- C. Commissioners, Ex-officio, and staff making arrangements for the travel should follow all related requirements as detailed in this document and as required.
- D. In the conduct of Commission business, Commissioners and Ex-officio members, and staff should maintain the highest ethical standards and should keep in mind their responsibilities as responsible stewards of the Commission funds as a quasi- governmental regulatory agency.

II. EXCEPTIONS TO THE TRAVEL POLICY

- A. The Executive Director has the discretion to make exceptions to the Travel Policy in extreme circumstances. Any determination may be made in consultation with The Council of State Governments; the Commission Chair, Treasurer; Executive or Finance Committees; General Counsel; or individual or consultant as deemed necessary.

III. GENERAL INFORMATION

- A. Personnel travelling on authorized MIC3 business:
 1. Will adhere to the Conflict of Interest and Code of Conduct policies when travelling on authorized MIC3 business.
 2. Will adhere to The Council of State Governments accounting timelines and processes.
 3. Within 30 days of completed travel, will submit a completed expense reimbursement form, and provide required documentation and itemized receipts. Itemized receipts must detail each item purchased, gratuity, plus tips (if applicable), and total amount paid.
- B. For Annual Business Meetings (ABM), MIC3 will reimburse the Commissioner, designee or proxy for: ground transport or mileage to/from the departure airport; airport parking fees; airfare and standard baggage fees; ground transportation [such as a shuttle, ride-hailing service (such as uber or lyft), or taxi] to and from the approved designated airport to the hotel/lodging; and meals (no alcohol).
 1. All travel for ABM will be via air unless prior approval is authorized by the Executive Director.
 - a. Travelers shall arrive into and depart from the approved event designated airport unless prior approval to travel from a secondary location, or a mode other than air, is obtained from the Executive Director. Submittals must be made at minimum 45 days prior to the event. A written justification, cost comparison of airfare vs. standard mileage, and other appropriate documentation must be submitted with the request.
 - b. Should the traveler reside in a neighboring state of the host state and wish to travel by personal vehicle instead of air, the traveler shall submit a request to the Executive Director at minimum 45 days prior to the event. A written justification, cost comparison of airfare vs. standard mileage, and other appropriate documentation must be submitted with the request.