



MHEC Travel Policy

All claims for travel reimbursement must be submitted to MHEC no later than 60 days from the last day of travel. Claims submitted after this time will not be processed. The Compact requires receipts for all reimbursements. (Copies are acceptable).

Travel Policy

- MHEC will not reimburse first or business class travel; economy class is reimbursable.
- Travelers are strongly encouraged to be flexible with their travel plans in order to save on airfare costs. A Saturday night stay may lower the cost of a ticket, as will a connection rather than a non-stop flight. MHEC's travel agency is required to seek approval from the MHEC office before charging any flight over \$600 to the Compact's account. Although travelers are encouraged to book with MHEC's travel agency, those who use another agency will also need approval for flight reimbursements over \$600.
- MHEC will cover the cost of the initial ticket-booking fee and the cost of checking the first bag. Any additional ticket change fees, lost ticket fees, or baggage charges will be the responsibility of the traveler or his/her organization.
- In the event the traveler becomes unable to attend a function unused tickets are the property of the Compact. The ticket can only be reused for Compact-related travel. Exceptions can be made if the traveler wishes to reimburse the Compact for the full cost of the ticket.
- MHEC can not reimburse the cost of luxury car rentals or limousine services. Only mid-size car rentals and cab fares will be reimbursed. Travelers are strongly encouraged to use shuttle services and public and hotel transportation when available.
- If MHEC is covering the cost for a hotel stay, only the hotel charge will be paid. Incidentals will be the responsibility of the individual traveler. This includes personal phone calls, in-room movies, and mini-bar/bar charges.
- It is the responsibility of the traveler to cancel his/her guaranteed reservation before the hotel-designated cancellation deadline. Any charges resulting from a failure to cancel guaranteed reservations will be the responsibility of the traveler, and the Compact reserves the right to bill the traveler for these charges.

Those traveling on Compact business will be reimbursed for actual meal expenses up to, but not exceeding, the U.S. General Services Administration per diem daily amounts. Meal reimbursement rates are designed to provide consistency with IRS requirements.

For the current U.S. General Services Administration per diem rates for each city, see website: <http://www.gsa.gov>. (Click on per diem rates.) If a city or county is not listed on this site, the standard per diem of \$39 for meals and incidental expenses and \$70 for lodging applies.

- If meal maximums are not reached on one day, the savings do not accrue and cannot be applied to expenses claimed on another day or for other costs such as lodgings.

- Expenditures for alcoholic beverages are not reimbursable unless the reimbursement is for alcohol served with meals for Commissioners, committee members/meeting participants, MHEC sponsored events, and for other persons related to MHEC business unless approved by the president of the Compact.
- If the day of travel is partial, the traveler does not need to factor in the cost of the meals served at a Compact-related function as part of the per diem cost.

If a meal is prepaid as part of the cost of lodging or conference registration, and the traveler chooses to dine elsewhere, the cost is not reimbursable. This also applies to meals served at MHEC functions, such as committee and Commission meetings. For example, if MHEC is providing a breakfast buffet as part of the Commission meeting agenda, the traveler will not be reimbursed for the cost of a breakfast that day.