

Travel Reimbursement Policy – Non-Staff

Documentation of Expenses

Per [IRS guidelines](#), to be eligible for reimbursement appropriate documentation including itemized/detailed receipts must be submitted for all expenses (copies are acceptable).

The MHEC Expense Reimbursement Form is required and must be submitted to MHEC no later than 30 days from the last day of travel. Claims submitted after this time will not be processed.

Air Travel

- Airfare is currently capped at \$750 per flight. Any flight costing over this amount will need to have prior authorization. If using the MHEC travel agent, they will request this authorization before booking any flight over the cap amount.
- Travelers are encouraged to be flexible with travel plans, including connecting flights vs. direct flights, to save on airfare.
- MHEC commissioners and committee members are encouraged to book air travel through MHEC's current travel agent. Those not representing one of these two stakeholder groups should book their own airfare unless prior authorization to use MHEC's travel agent has been given.
- MHEC will cover the cost of the initial ticket and travel agent fees for standard airfare. MHEC will not cover premium, business comfort, or first-class levels of airfare.
- MHEC will cover the cost of one baggage fee per person, per flight.
- Flight change fees, lost ticket fees, or additional baggage fees are not reimbursable. An exception will be made when the flight change is requested by MHEC.
- Canceled or unused tickets must be reused to attend a MHEC function. Exceptions can only be made when the full cost of the ticket is reimbursed to the Compact. MHEC reserves the right to bill the traveler for any canceled or unused tickets that are not reused at a MHEC event within 12 months of the missed MHEC function.
- MHEC will cover the cost of personal vehicle mileage to and from the airport, and airport parking charges.
- MHEC will cover the cost of transportation to and from the airport (e.g. shared shuttle service, rideshare options, taxi, or light rail) Note: Limousine and luxury car rentals will not be reimbursed.
- Transportation gratuity is capped at 20% of the transportation fee.

Automotive Travel

- Automotive fees are capped at \$750 in total. This includes car rental and gas fees combined or mileage reimbursement.
- MHEC will cover the cost of car rentals up to a midsize sedan (exceptions may be granted with prior authorization). Limousine and luxury car rentals will not be reimbursed.
- Gas expenses are reimbursable only when driving a rental vehicle. Gas purchases will not be reimbursed for personal vehicle use as this expense is calculated into the IRS Optional Standard Mileage Rate.
- MHEC will reimburse mileage, at the current IRS Optional Standard Mileage Rate, for personal vehicle use.
- Travelers are encouraged to use hotel transportation or shuttle services when available. Taxi and rideshare options are reimbursable when these options are unavailable. The gratuity reimbursement is capped at 20% of the transportation fee.
- MHEC will reimburse the cost of tolls and parking costs.

Bus/Train Travel

- MHEC will reimburse the cost of bus and/or train travel. Bus or train fares are currently capped at \$750 per round trip. Any travel costing over this amount will need to have prior authorization.

Hotel Accommodations

- MHEC will try to negotiate a group room rate with reduced parking and internet rates. MHEC will also attempt to have all guest room costs billed directly to the Compact. Incidentals will be the responsibility of the traveler, and the hotel will require a personal credit card upon hotel check-in. Travelers are required to stay in the room block provided by the Compact and to reserve their room prior to the hotel "cut-off" date. Travelers will not be reimbursed for accommodations at other hotels when rooms are available in the MHEC room block at the designated hotel. If rooms become unavailable or if alternate accommodations are needed, travelers must reach out to the MHEC event contact prior to the event.
 - Should meeting attendance require challenging travel times for the traveler, resulting in the need for additional accommodations beyond the meeting dates, prior authorization is required.
- Travelers are responsible for any charges resulting in a failure to cancel a hotel reservation prior to a MHEC- or hotel-determined deadline. MHEC reserves the right to bill the traveler for any outstanding charges.
- MHEC will cover hotel parking costs and standard internet charges (premium internet charges will not be reimbursable).
- MHEC does not cover incidentals such as pay-per-view entertainment, mini-bar charges (including in-room, non-complimentary water). Hotel staff gratuities are the responsibility of the traveler and will not be reimbursed.

Meals

- A traveler is reimbursed for the actual cost of meals, including tax and gratuity, up to the daily limits outlined below:

Breakfast	\$19
Lunch	\$21
Dinner	\$38
Incidentals	\$7

- Itemized receipts, showing meals and totals, are required for all reimbursements (copies are acceptable).
- Reimbursement includes tax and gratuity. Meal gratuity reimbursements are capped at 20% of the total food cost.
- Expenditures for alcoholic beverages and entertainment are not reimbursable. Any such expenses on a receipt must be deducted from a traveler's expense reimbursement. The cost of meals will be reimbursed for travelers travelling during normal mealtimes.
- If a traveler does not spend the maximum allowance for a meal, the remaining amount can be used to reimburse another reimbursable meal within the same day.
 - For example:
 - If a traveler spends only \$10 on breakfast, the remaining \$9 can be added to the lunch allowance, making it \$30 for lunch.
 - Please note:
 - The carryover of unused meal allowance is only applicable within the same day.
 - The total daily request for reimbursement should not exceed the combined daily limits for breakfast, lunch, dinner, and incidentals, which is \$85.
- MHEC provides meals for certain meetings and events. Travelers choosing to dine elsewhere and not participate in provided meals are responsible for their meal expenses and will not be reimbursed. This also applies to conferences or other events where MHEC has requested attendance. Exceptions can be made if the traveler's dietary restrictions prevent them from dining at the MHEC event. A continental breakfast or reception does not need to be counted as a provided breakfast or dinner.
- Expenses cannot be claimed against a meal that was purchased for you by another individual related to the event/meeting.