

Cary Institute of Ecosystem Studies

P.O. Box AB
Millbrook, NY 12545-0129

Traveler's Name: _____

Address: _____

Destination(s): _____

Dates of Departure and return: _____

Check if traveling: 12 hours or less 12 hours or more Total per diem allowed _____

Cary Institute employees only:

If you wish to have this money reimbursed to you through your paycheck, please check here.

Specific Purpose of Travel: _____

Account #: _____

Travel Expenditures	Cary Credit Card	Prepaid by Cary	Personal Credit or Cash Payment	Total Expenditures
a. Transportation Air Rail				
b. Taxi and/or Limousine				
c. Tolls				
d. Rental Car				
e. Personal Auto Mileage for _____ miles x 56.5				
f. Parking/Storage				
g. Lodging				
h. Per Diem Meals				
i. Business Meals				
j. Registration				
k. Other (Attach explanation and Receipts)				
1) Total Expenditures				

2) Total expenditures and charges from line 1, column 4	\$
3) Less prepaid items and charges from column 1 and 2	\$
4) Total expenditures from column 3	\$
5) Cary Travel advance	\$
If line 5 is less than line 4, amount due to traveler	\$
If line 5 is greater than line 4, amount due to Cary	\$

Traveler's Signature and Date

Approval Signature and Date

***Please see Cary Institute policy on back**

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Travel Reimbursement Policy

I. POLICY:

Cary Institute policy provides reimbursement for actual reasonable expenses incurred while traveling in connection with Cary Institute activities. “Reasonable” means the use of common sense tempered by a healthy measure of frugality.

II. PROCEDURES:

1) Transportation

Air and train fare will be reimbursed at the economy rate unless first class fare can be justified. Original receipts (not copies) are required unless unique circumstances justify the use of copies (i.e. reimbursement is split between two institutions).

2) Rental Car

A number of car rental companies provide discounts for Cary Institute staff. Special rates should be used when feasible. Original receipts are required.

3) Private Vehicles

Reimbursement for use of personal vehicles will be at a rate recognized by the IRS.

4) Lodging

Travelers should use the rule of reason in selecting hotel accommodations. Original receipts are required. Per Diem rates for lodging are not used by the Cary Institute.

5) Meals (Per Diem)

The per diem rates for the **continental U.S.** are found at the following website:

www.gsa.gov/portal/category/104711

Day Trips (no overnight stay)

To receive a per diem, the traveler must travel \geq 40 miles from the Cary Institute and must be gone for \geq 12 hrs. If satisfying these conditions, the traveler may be reimbursed up to 75% of the appropriate per diem rate.

Overnight Trips

- The traveler may receive up to 75% of the full per diem rate for the first and last day of travel.
- If the location is not listed on the website, then the per diem rate is \$46 per day.
- In determining the total per diem reimbursement for a multi-destination trip, the rate for each day is determined by the location where the traveler overnights.
- If any meal(s) is provided to the traveler during his/her travel, the amount corresponding to that meal(s) must be subtracted from the per diem amount for that day.

Business Meals:

Business-related meals (when paying for other colleagues) are permissible, as long as they are allowable and allocable. The traveler must fill out a meal expense form and provide an itemized receipt. A waiver of tax in NY and MD should be requested. If the charge is to a federal grant, no alcohol is allowed. Additionally, the corresponding per diem amount for all business meals will be removed from the total per diem reimbursement.