

## AIHEC Travel Reimbursement Policy

For the Tribal College and University (TCU) Cyberinfrastructure (CI) Workshop AIHEC will reimburse the travel expenses for at least one of the participants from each Tribal College or University. AIHEC will make a case-by-case determination for additional participants from each TCU.

Please be aware of the process to have travel expenses covered by AIHEC.

- 1) **Timing:** All participants must pay their initial travel costs and AIHEC will provide reimbursement. If an interested participant cannot cover the initial costs of travel, please contact Alex Grandon ([agrandon@aihec.org](mailto:agrandon@aihec.org)) for a case-by-case determination to cover initial travel expenses by AIHEC.
- 2) **Submission:** The completed AIHEC Expense Reimbursement Form (provided upon registration) MUST be submitted to AIHEC ([AGrandon@aihec.org](mailto:AGrandon@aihec.org)) within thirty (30) days of completion of the travel or event.
- 3) **Required Receipts:** participants must have an itemized receipt (not credit card statement, etc.) for all expenses *EXCEPT* individual meals paid by the traveler (which are reimbursed at applicable federal per diem rate), all local transportation and parking UNDER \$25, and mileage for your personally owned vehicle. All other expenses must be supported by an itemized receipt.
- 4) **Per Diem (Meals and Incidental Expenses):** Upon review and approval, AIHEC will reimburse travelers for meals at the prevailing federal government allowable per diem rates for each meal you are responsible for purchasing. (Travel-only days are at 75% of regular rates). AIHEC will not reimburse for any meals that are provided by AIHEC as part of a formal meeting in any case. AIHEC reserves the right to adjust the reimbursement based on AIHEC's travel policy.
- 5) **Ground Transportation:** AIHEC reimburses for the use of your personal vehicle, shuttles/taxis/rideshare to/from your home or institution and airport. When approved, AIHEC reimburses travelers at the current federal rate (\$0.677 for 2024) for personal vehicle use. *Personal auto use may be authorized for trips of up to 500 miles one-way.*
- 6) **Lodging:** AIHEC reimburses reasonable lodging expenses. AIHEC expects meeting participants to comply with AIHEC room block booking requirements. Personal incidental expenses (e.g., in-room movies, room service, courtesy bar) will not be reimbursed and are the responsibility of the individual. AIHEC will not reimburse en-route hotel/motel expenses for those choosing to travel by personal vehicle, nor will per diem expenses be paid for more than one day en route arriving and one day departing from any event. Lodging receipts must be itemized.
- 7) **Air Travel:** AIHEC reimburses travelers for the cost of reasonable, coach-class (and economy comfort) airfare and checked luggage (if necessary) and airport connections. Travelers are expected to use the most cost-effective airport connections available, including hotel shuttles where possible. Air travel MUST be booked at least two (2) weeks in advance.