

# **Council of Interstate Testing Agencies Inc. (CITA)**

## **Travel Reimbursement Policy**

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The Council of Interstate Testing Agencies Inc. (CITA) reimburses travelers to cover the major portion of expenses related to authorized CITA business.

1. CITA will compensate individuals serving as Chief Examiners, Captains, Clinic Floor Monitors or graders a \$100 daily honorarium for Calibration Training and Examination days. One-half (½) of the daily honorarium (\$50) is allowed for travel days where such travel involves over 150 miles by either automobile or other means.
2. CITA will compensate members of the Board of Directors a \$100 daily honorarium to attend CITA Board of Director meetings, or to attend state, regional or national meetings on behalf of CITA or to participate in the administrative oversight of the CITA examination. One-half (½) of the daily honorarium (\$50) is allowed for travel days where such travel involves over 150 miles by either automobile or other means.
3. CITA will reimburse travel expenses for CITA staff members that participate in the administrative oversight of the CITA examination or that attend meetings on behalf of CITA.
4. CITA will compensate other individuals only upon authorization by the Board of Directors.
5. CITA will reimburse for the coach fare for direct route from home base to point of meeting site. In addition, up to an additional \$100 will be provided to cover taxi fares, bellman, parking fees, tolls, etc.
6. If traveling utilizing a personal automobile, CITA will reimburse for mileage at the rate of \$.505 per mile traveled.
7. To compensate hotel expenses for business or meetings, CITA will provide up to \$130 per day for hotel room charges including room tax. However, in instances when CITA has arranged for rooms at a rate above the \$130 rate, CITA will pay the actual room rate. CITA is often able to negotiate discounted hotel room rates but to do so normally must execute contracts at an early date and must guarantee use of such rooms. Therefore, CITA reserves the right to require individuals to stay in specific CITA designated hotels.
8. CITA will reimburse up to \$70 per day for meals.

9. CITA may upon approval of the President or Board of Directors, approve such other travel or honorarium as it deems appropriate for the benefit of CITA.
10. To be reimbursed, individuals are required to complete a CITA travel reimbursement form. Original receipts for all expenses of \$25 or more must be attached to the form. This includes hotel bills, automobile rental receipts, parking receipts, airline ticket stubs, taxi receipts and meal checks. To receive reimbursement for expenses, all reimbursement forms are required to be submitted to the CITA office within 30-days from date of expenses.

Authorization for excess expenditures for in-state or out-of-state travel may be granted by the President or the Board of Directors, for the following items:

**Lodging** – when the traveler is in high-cost / resort area and unable to secure lodging outside the area. Receipts are required for reimbursement. Travelers should always ask for a business rate if available.

**Meals** – when the meal is included as part of a registration or lodging fee (documentation is required), when there is a predetermined charge for a meal(s) (documentation is required), and in situations involving out-of-country travel.