

## Guidelines for Expense Reimbursements

**When traveling at CRA's expense, please do so as economically as possible and refer to the following guidelines. Contact CRA's Business Manager [Ken Hoffman, [hoffman@cra.org](mailto:hoffman@cra.org)] in advance if you have questions.**

1. Fill in your name and provide the address where you want the check to be sent.
2. Attach receipts, boarding passes and other appropriate back-up documentation to a sheet of paper and attach to the reimbursement form.
3. List all daily expenses in the appropriate column.
4. Sign the expense form.
5. List all expenses in US dollars. If you incurred expenses in a currency other than US, use the appropriate exchange rate to make the conversion.
6. CRA can reimburse only necessary and reasonable expenses. These typically include economy airfare, ground transportation, and meals while traveling. This also includes reasonable expense for meals. Use the federal per diem as a guideline to "reasonable."
7. Please remember the following restrictions when making your arrangements:
  - a. If traveling internationally, you generally must use only US flag-flying carriers. If you have a question about this please contact CRA's Business Manager.
  - b. Car rentals are disallowed unless pre-approved by the CRA Business Manager for unique circumstances. If you have approval, please attach this to your expense report.
  - c. Room charge and taxes will be reimbursed.
  - d. Meals otherwise provided by the conference/meeting/workshop will not be reimbursed.
  - e. Personal items will not be reimbursed.
  - g. Alcoholic beverages will not be reimbursed.
  - h. If you combine CRA travel with other professional or personal activities, only the portion directly related to CRA may be claimed for reimbursement.