

**CTAA TRAVEL POLICY**

This policy applies to all Connecticut Apartment Association (CTAA) Board Members and Committee Chairs that travel on behalf of CTAA.

**PURPOSE:**

This policy has been created to provide guidelines for travel associated with the CTAA. It has been established to ensure the appropriate level of accounting for the CTAA to ensure that expenses are appropriate and reasonable.

**POLICY:**

All travel must be pre-approved by the acting President. The Association will reimburse travelers for all out-of-pocket expenses incurred while on CTAA business that would not otherwise be incurred. Expenses of personal nature or those that would be incurred whether or not the traveler was on CTAA business are not eligible for reimbursement. CTAA expects travelers to travel with a reasonable level of comfort at the lowest cost. Travelers are expected to travel via the least expensive, most direct, and efficient means available.

**PROCEDURE:**

All air, rail, car, hotel and other CTAA business expenses must be paid for through the Association or your personal credit card (if applicable). Travelers should be aware of airline rules and make sure they are in compliance. Extra baggage charges and charges for personal items (i.e., golf clubs) will not be reimbursed.

**Use of Personal Vehicle:**

For personal vehicles used for trips out of the State of CT it is the personal responsibility of the vehicle owner to carry adequate insurance coverage. When a personal automobile is used for Association business outside of CT, mileage will be reimbursed at the applicable standard rate at time of travel. Tolls and parking are reimbursable. Personal car repairs, traffic violations or fines are not reimbursable expenses.

**Lodging/Accommodations:**

Hotels should be booked that are considered to be moderate-priced hotels not luxury or upscale hotels. Hotel room upgrades are not reimbursable expenses. Personal phone calls made from the hotel room, in-room movies, minibar usage or room service outside of the meal expenses will be at the expense of the Association member.

**Meals:**

An allowance is payable to those traveling overnight. The allowance is not to exceed $75.00 per day. If a meal is provided as part of a conference or training seminar registration fee, or a business meeting, the allowance for that meal may not be claimed.