



SITE VISITOR REIMBURSEMENT GUIDELINES AND INSTRUCTIONS

Please discuss any questions related to these guidelines and instructions with an executive staff member.

1. **Detailed** receipts for all expenses claimed must be submitted with the expense voucher within 14 days of the site visit. Please e-mail voucher and copies of all receipts to mail@jrcert.org. Per JRCERT Policy 90.104, a completed/signed expense voucher is required from all site visitors/apprentices even if no out-of-pocket expenses were incurred.
2. Premier Travel Management must be utilized for airfare and will bill ticket costs directly to the JRCERT.
3. Airfare cost is limited to round trip coach rate. Site visitors are expected to select the lowest practical airfare in consideration of program budget impact. Upgrades and date deviations are subject for approval by the JRCERT. Site visitors are expected to pay any differences.
4. It is the responsibility of the site visitor to confirm accurate travel dates and arrangements with the travel agency prior to ticketing and to check ticket and/or itinerary accuracy immediately upon receipt. Errors must be reported to the travel agency immediately.
5. Costs incurred by changes in arrangements by the site visitor after ticketing will not be assumed by the JRCERT. The site visitor will be invoiced for payment of any such costs.
6. If a site visitor's participation is cancelled after ticketing, the site visitor must notify the JRCERT immediately.
7. Travel by personal auto is reimbursed up to the equivalent of the lowest practical round trip coach airfare. Lodging and meal reimbursement during travel by personal auto may not be approved.
8. Rental car costs may be reimbursed if:
 - a. Sponsor/program is unable to provide transportation.
 - b. Lower cost transportation is unavailable.
 - c. Multiple site visitors are traveling together to and/or from a site.
 - d. Commercial travel is unavailable or is available only at times which would result in additional expenditures, e.g., meal costs.
9. Meal reimbursement is based on reasonable and customary rates for locations convenient to the site being visited. Expenses that appear excessive will be investigated prior to reimbursement. Tips in excess of 20% will not be reimbursed.
10. Expenditures for alcoholic beverages, movies, and other entertainment costs are not reimbursable.

11. Reimbursements are made electronically with payments deposited directly into a bank account. All site visitors will be required to create a free Bill.com account. Further information and a step-by-step guide to setting up the account will be provided upon submission of an expense voucher.

*** ATTENTION ALL SITE VISITORS ***

Please be advised that itemized receipts for all meals **MUST** be submitted along with JRCERT site visitor expense vouchers. Credit card receipts, unless itemized, are **NOT** acceptable. Please see the examples below:

UNACCEPTABLE

| | |
|---|-------------------|
| Home Style Restaurant Any Town, USA | |
| Date/Time: | 07/01/2016 7:01am |
| Card Type: | Visa/MC |
| Acct#: | xxxxxxxxxxxx0000 |
| Exp Date: | 05/07 |
| Auth Code: | 1234567 |
| Check: | 2345 |
| Table: | 12 |
| Subtotal: | 8.26 |
| Tip: | _____ |
| Total: | _____ |
| Signature: | _____ |
| I agree to pay above total according to my card issuer agreement. | |
| *****Customer Copy***** | |

ACCEPTABLE

| | |
|--|-------------------|
| Home Style Restaurant Any Town, USA | |
| Date/Time: | 07/01/2016 7:01am |
| 1 Coffee | .75 |
| 1 Egg Special | 4.95 |
| 1 Side Bacon | 1.95 |
| Subtotal: | 7.65 |
| Tax: | .61 |
| Total Amount: | 8.26 |
| *****Customer Copy***** | |

Site visitors are reminded that the JRCERT does **NOT** reimburse for alcoholic beverages, movies, and other entertainment costs. In addition, gratuity greater than 20% will not be reimbursed.

If you have any questions, please contact Janet Murzyn, Accreditation Services Coordinator at (312) 704-5300 or jmurzyn@jrcert.org.