Participant Travel and Reimbursement Guidelines

Participants and guests traveling to events hosted by the Wabash Center will be reimbursed for reasonable and confirmed travel expenses. The following guidelines must be followed for travel. In keeping with reasonable travel expenses, travelers are asked to plan well in advance of the travel date. All reservations should be made in a timely fashion and through our designated travel agent. Please consult with our staff for requested exceptions to these guidelines.

Reimbursement for expenses incurred during travel requires the submission of detailed receipts. The Wabash Center Expense Form must be completed with detailing of all expenses and receipts. Any mileage claims submitted for reimbursement for driving to and from the airport or for driving to and from the event must have a mapping service (e.g. MapQuest, Google/Apple Maps, Waze, etc.) printout verifying the mileage from your home.

Wabash Center does not pay for travel expenses for any family members accompanying a participant. If a Wabash Center event has been combined with personal travel or with travel for an unrelated business meeting, reimbursement shall be only for the portion of the expenses that brings the person to the Wabash Center event and will be at the rate of the lowest cost of the travel fees or ticket fees.

**Air**

Economy or Main seating is the expected fare unless there are exceptional circumstances, and prior approval has been obtained for a class other than economy. Purchase of airline tickets should be through our designated travel agent. Any upgrade is at the traveler’s personal expense and the fee will not be refunded. Fees for changing flight reservations will be paid only on a pre-approved basis. If an airline ticket goes unused for any reason, the Wabash Center, and not the traveler, retains the ownership of the airline ticket. Travelers will be reimbursed for one checked bag. Additional checked bags will need pre-approval for the fees to be reimbursed.

**Ground**

Participants who do not wish to fly (using the designated travel agent) must notify the Wabash Center of their travel plans and receive approval for their desired mode of conveyance. Failure to do so may result in a denial of reimbursement.

Wabash Center will reimburse for taxi, ride-hailing service (e.g. Uber, Lyft), car service, or expenses up to the rate for an intermediate size car rental. Wabash Center will reimburse collision damage insurance for the rental car but not personal accident or personal effects insurance for the vehicle rental. Only one method of ground transportation will be reimbursed per trip. For example, we will not reimburse for a car rental plus taxi fees for the same event.

When using a personal vehicle Wabash Center will reimburse for personal mileage at the current IRS standard mileage rate as established by Wabash College. Wabash Center will not be responsible and/or reimburse for any insurance expenses, moving violations and /or fines incurred because of those violations.

**Lodging**

In most cases, Wabash Center will arrange for and pay for lodging. If a participant secures lodging, the best available rate will be reimbursed unless there are unusual circumstances. Wabash Center will not pay for in-room phone calls, in-room movies, or in-room video game rentals.

**Meals**

Wabash Center typically provides all meals for events. Meals during travel to and from events will be reimbursed. When meal reimbursement is needed, Wabash Center will reimburse meals at $50 per meal only during the travel period. Total reimbursement for meals must not exceed $100 per day per traveler. An explanation for any exceptions must be submitted with expenses and approved before reimbursement is made. Room service is not reimbursable. To receive reimbursement, the Wabash Center Expense Form must be completed with detailing of all expenses and receipts.

**Gratuities**

Following the guidelines of the Wabash College, Wabash Center will not reimburse more than 20% in gratuities. If a receipt includes the purchase of a meal for more than one person, please list the name(s) on the receipt with the reason for the meal.

**Supplies and Resources**

Should supplies or materials be needed for use at the event, the Wabash Center will provide the items. If a participant purchases items for use at the event, approval must be given by a Wabash Staff person before purchase. Reimbursement for the purchased item(s) requires the submission of detailed receipts. The Wabash Center Expense form must be completed detailing the purchases and accompanied by receipts.

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