MITC TRAVEL REIMBURSEMENT GUIDELINES

Travel to be reimbursed by the Midwest Instructional Technology Center (MITC) should be arranged as economically as possible. Reimbursements will be made only when requests are accompanied by receipts or other appropriate documentation. Questions regarding reimbursement should be directed to the MITC’s office manager/events planner.

Mileage will be reimbursed at the rate established by the IRS. (This rate is currently 36.5 cents/mile.) Colleagues are encouraged to coordinate travel plans so as to share rides when convenient.

If air travel is necessary, every effort should be made to secure the lowest possible fare. Any request for reimbursement for an air fare at a rate other than an advance coach fare, or for any fare exceeding $500, should be accompanied by a brief explanation of the circumstances (i.e., the need for late purchase, special scheduling difficulties, etc.)

Where two people from an institution are attending the same event and where it is appropriate for them to share a room, such sharing is expected. Incidents such as room service meals, pay-per-view movies, and phone calls will be the responsibility of the room occupant.

Hotel or meal charges incurred because of late cancellation will be passed on to the participant.

Meals bought en route to or from a MITC event may be submitted for reimbursement. However, as a general rule, meals paid for in participants' home towns will not be reimbursed.

Participants in MITC meetings or events who are accompanied at meetings or conferences by non-participant guests will be expected to cover the travel, lodging, and meal costs of their guests. Generally, meals held in conjunction with meetings, conferences, or events are intended for meeting participants only.

Participants are encouraged to use any available grant or institutional funds appropriate for supporting travel to MITC activities before requesting reimbursement from MITC.