



## **JUSTIFICATION FOR TRAVEL OTHER THAN COMMON CARRIER**

1. A valid reason for not using a common carrier shall be approved by the CSR President before the trip takes place.
2. Research shall be conducted no later than three (3) weeks prior to anticipated travel to show an effort was made to find the lowest cost of travel.
3. When submitting the Travel Expense Claim (TEC) you shall include the cost of the common carrier, parking expenses, mileage to and from the airport or in the case of using a taxi or ride share, those costs need to be submitted for both ends of the trip (home and the event location). If using a rental car submit the rental documentation and receipt for the cost of gas.
4. If approval is given, claims will be reimbursed at the lower rate unless otherwise justified.
5. Research documentation must accompany the TEC when submitted. Please submit it on a separate page - not on the TEC.

Research must include the following comparisons:

- Mileage vs common carrier
- Parking
- Meals
- Taxis/ride share
- Extended hotel stay, if driving