

## **Guidelines for Expense Reimbursements from CRA**

**When traveling at CRA's expense, please do so as economically as possible and refer to the following guidelines. Contact [adrobnis@cra.org](mailto:adrobnis@cra.org) in advance if you have questions.**

1. Fill in your name and provide the address where you want the check to be sent.
2. List all expenses exceeding \$75 in the appropriate column.
3. Sign the expense form.
4. The form and original receipts should be sent via email as one pdf to [invoices@anybill.com](mailto:invoices@anybill.com) (please cc [adrobnis@cra.org](mailto:adrobnis@cra.org)).
5. List all expenses in US dollars. If you incurred expenses in a currency other than US, use the appropriate exchange rate to make the conversion.
6. CRA can reimburse only necessary and reasonable expenses. These typically include economy airfare, ground transportation, and meals while traveling. This also includes reasonable expense for meals. Use the federal per diem as a guideline to "reasonable."
7. Please remember the following restrictions when making your arrangements:
  - a) Only expenses necessary for the particular project may be reimbursed. If you have questions, ask.
  - b) CRA can only reimburse for non-refundable economy airfare. If you have questions regarding this, please ask before purchasing airfare.
  - c) If traveling internationally, you must use only US flag- flying carriers.
  - d) Car rentals are disallowed unless pre-approved by CRA for unique circumstances. If you have approval, please attach this to your expense report.
  - e) Meals otherwise provided by the conference/meeting/workshop will not be reimbursed.
  - f) Personal items will not be reimbursed.
  - g) Alcoholic beverages will not be reimbursed.
  - h) If you combine CRA travel with other professional or personal activities, only the portion directly related to CRA may be claimed for reimbursement.