



CCC Travel Policies

Purpose:

The Travel Policies for the Counseling Compact Commission (CCC) establishes guidelines for CCC employees', Counsel, and Delegates' business travel. For information concerning this policy, please contact the Executive Director.

Disclaimer:

Any oral or written statements or promises that are contrary to these policies are hereby expressly disavowed and should not be relied upon by any prospective or existing employee or delegate. The contents of the CCC Travel Policies are subject to change at any time. The CCC explicitly reserves the right to modify, change, add, or delete any provisions of the CCC Travel Policies at any time.

Authorization:

Staff:

- Travel requiring the use of CCC monies: The staff will present the itemized request including all anticipated costs to the Chair and the Treasurer. Approval will be determined based upon the availability of funds and determination of the travel to be part of the job responsibilities of the staff member. If the travel request is denied, the request can be placed on the agenda of the next Executive Committee Meeting for consideration by the full Executive Committee. The decision of the Executive Committee is final.

The Executive Director does not require approval if there are funds remaining in the travel budget to attend any function of the following organizations or conferences when the association requests that the Executive Director be present:

- American Association of State Counseling Boards (AASCB)
 - American Counseling Association (ACA)
 - American Mental Health Counselors Association (AMHCA)
 - Association for Counselor Education and Supervision (ACES)
 - National Board of Certified Counselors (NBCC)
- Travel which will not require the use of CCC monies: The staff will provide the request to the Chair for approval to ensure that the travel is consistent with

the staff duties as outlined in the RFP or other duties mutually agreed upon by the CCC and Secretariat. The Chair alone may approve this type of travel. If the chair does not believe the travel meets the requirements, the request shall be placed on the agenda of the next Executive Committee Meeting for consideration and vote by the full Executive Committee. The decision of the Executive Committee is final.

Delegates:

- The Commission is the funder of last resort. States are asked to cover the cost of travel as the primary source of funding.
- Delegates who need assistance with funding to attend a Full Commission Meeting or Annual Business Meeting shall request funding no less than sixty (60) days prior to the meeting. An explanation of reason why the member state cannot provide resources for delegate attendance and an acknowledgment that funds are unavailable from the state administrator shall be provided with the funding request. Funding will be granted based on the availability of funds. Should the CCC receive more requests than funding is available, the Executive Director in conjunction with the Treasurer will prioritize requests based on the following criteria:
 - Nominees for Executive Committee
 - Executive Committee Members & Committee Chairs Providing Reports
 - First-time attendees
 - Committee Members
 - Total cost of each request. Funding should be used to allow the most participation by member states
 - Other criteria as determined by the Executive Director, in consultation with the Treasurer
- Funding is only provided for a Delegate to attend or the Temporary Alternative Representative with the proper notice to the executive director that the Temporary Alternative Representative will serve in place of the Delegate.
- Funding requests for a second person from a member state to attend the function will not be considered.

Airfare:

The CCC will pay for economy commercial flights at the lowest available rate via the most direct route, or reasonable alternative route if it results in a lower fare. The employee, counsel, or delegate may take into consideration travel time, business obligations, and safety when booking airfare. Fees not included in the economy fare such as upgraded seat selection or EarlyBird Check-in® will not be reimbursable. A detailed receipt should be submitted along with the required documentation at the time of booking for reimbursement.

Alternate Mode of Travel:

An employee or delegate electing to travel by alternate mode of travel such as car or train rather than commercial plane must obtain cost comparisons of two methods of travel.

Reimbursement will be paid at the lower of the two methods of travel unless prior approval has been received for the higher reimbursement.

For example: A delegate must travel to Las Vegas for a conference. The delegate chooses to drive rather than fly. The delegate must obtain an airfare rate for the trip, along with any other costs that would have been incurred if the employee had flown, such as rental car costs. These total costs will be compared to the actual costs of the trip to determine the lowest reimbursement amount.

Lodging:

The CCC will pay for a standard room rate as part of the conference or meeting. If a conference or meeting hotel is not offered, those covered by this policy may take into consideration travel time, business obligations, and safety when selecting lodging. Fees charged to the room that are not required as part of CCC business are not reimbursable (ie movies, laundry or dry cleaning, Wi-Fi, snacks). Meals charged to the room are covered under the M&IE portion of this policy.

Meals and Incidental Expenses (M&IE):

The M&IE rate is based on GSA rates and regulations. M&IE is an allowance to compensate for meals (including taxes and tips) and incidentals (fees and tips given to hotel staff, baggage carriers, and porters) that travelers incur while on official travel. M&IE reimbursement does not require receipts for meals. Meals (excluding continental breakfasts, receptions, and snacks) provided gratis, included in the conference registration, or as part of the CCC meeting must be deducted from the per diem. This applies if a meal is provided, even if the employee or delegate chooses not to eat what is served. This deduction does not apply on the first or last day of travel. The CCC will not reimburse for any alcohol-related expenses or for any snacks, drinks, etc. not purchased as part of a meal.

Mileage:

Mileage will be reimbursed at the current federal reimbursement rate as published by the IRS. Mileage will be reimbursed at the most direct rate between cities of travel. Travel of less than twenty-five (25) miles is not reimbursed.

Other Reimbursable Expenses:

Those covered by this policy who incur "other reimbursable expenses" while traveling must itemize these expenses (receipts will be required for reimbursement). Examples are:

- Parking. Airport parking will only be reimbursed for economy or uncovered parking. Covered or Valet parking will not be reimbursable. Hotel Valet parking will only be covered if it is the only option available from the meeting location.
- Local transportation (Taxi, Lyft, Uber, Public Transportation, etc)
- Fee for one carry-on or checked bag not to exceed the maximum weight which would incur an additional charge.

- Tolls for the most reasonable route. Tolls will not be reimbursed for the use of Express or HOV Lanes.
- Other reasonable circumstances as approved by the Executive Director, Treasurer, or designee

Travel Insurance:

Travel insurance is not a covered expense and will not be reimbursed.

Upgrades:

The CCC will not reimburse anyone covered by this policy for upgrades including refundable fares, seat upgrades, cabin upgrades, or first/business class tickets. If the person opts for upgrades, the costs will be deducted from the reimbursement. A person may choose to make upgrades at their own expense or using airline miles. If the person upgrades to a cabin above the economy level, they must also submit documentation for the economy rate seat as if it was purchased at the same time and they will be reimbursed at the economy rate.

Rewards:

Frequent flyer points or reward points accrued by those covered under this policy for CCC business may be redeemed for personal use. Points earned must be on a carrier consistent with the lowest fare available and the most logical routing. Hotel points earned must coincide with the hotel choice using this policy.

Personal Travel:

Anyone covered under this policy may combine personal travel with business travel. Prior approval is needed from the Executive Director for Delegates and the Treasurer for CCC Employees. Documentation must be submitted for both the required travel time and the time that includes personal travel. Reimbursement will be at the lower of the two rates. No reimbursement will be made for additional nights of hotel stay or M&IE for personal travel.