

State Economic Development Agency Leaders Workshop  
June 14-15, 2015  
Nashville, TN

**TRAVEL INFORMATION AND POLICIES FOR BUSINESS INCENTIVES INITIATIVE**  
**Event Hotel and Registration Cutoff Date: Tuesday, May 15, 2016**

Since this meeting is by invitation only, your participation and travel reimbursement is subject to approval from CREC. Some states do not have the budget to pay for travel. CREC has limited travel funds available for this event, and we have reserved these resources for those states unable to pay for a representative to travel. CREC can either provide or reimburse for travel for one representative from your state under pre-approved circumstances.

For approved travelers, CREC will reimburse transportation to and from the training, as well as cover hotel room night for up to 2 nights at the host hotel.

Following are some of our other policies associated with our paying for costs.

**Air Transportation**

For individuals approved for travel, CREC will either reimburse your expenses or pay for the travel on your behalf, depending on what works best for your particular situation. Travel arrangements should be made by May 10<sup>th</sup> to qualify for reimbursement. For those traveling by air, flight costs exceeding \$600 must be made through CREC and cannot be reimbursed.

Whether you opt to make the arrangements yourself or ask CREC to do so on your behalf, CREC will pay for meeting travel only. Any personal travel, triangular fares, non-meeting related travel, or travel outside the designated dates will only be paid to the extent that it is less than or equal to the cost associated with CREC business travel. Additional costs must be paid with a personal credit card.

Please also note that CREC cannot reimburse for canceled tickets, surcharges or penalty fees resulting from changes in travel itineraries. Additional fees for optional services such as preferred boarding and premium economy seat selection are not reimbursable.

If preferred, CREC can arrange for flight and hotel accommodations on your behalf. Please complete the following with your preference. Flight costs exceeding \$600 require additional internal approvals at CREC.

Full Name as on I.D.	
Date of Birth	
Phone	
Departing Airport	
Departing Date & Time	
Return Date & Time	
Airline	
Frequent Flyer Number (if applicable)	
TSA Number (if applicable)	

## **Hotel Arrangements**

To be eligible for reimbursement of hotel costs (room and tax only), you must live more than 45 miles from the meeting site. We cannot reimburse for late cancellation fees, no-show fees and early departure fees.

Please contact Spencer Abrams by May 10<sup>th</sup> for information on how to make a reservation at the DoubleTree by Hilton Hotel Nashville Downtown, 315 4th Avenue North, Nashville, TN. Rooms are available under the meeting room block until May 10<sup>th</sup> or once the block has filled.

CREC will reimburse meals associated with travel during times in which meals are not provided on site. Meals not provided will be reimbursed at the federal per diem rate for Nashville, TN of \$59 per day (or \$13 for breakfast, \$15 for lunch, and \$26 for dinner with \$5 for incidental expenditures). **Receipts are necessary for these expenses.**

## **Ground Transportation**

If driving to the meeting, CREC will reimburse mileage at \$0.575 per mile, plus tolls. The cost of driving in excess of 150 miles may not exceed the cost of the lowest round-trip coach fare, plus ground transportation costs (e.g. transportation to/from the airport), and the airfare cost must be documented. If the cost of mileage is more than \$75.00 one-way, mileage substantiation must be provided (e.g., a print-out from MapQuest or Google Maps).

CREC will reimburse for taxi expenses. CREC does not reimburse for limousine, private car service or car rentals.

Note: Employees of the federal government are not eligible for reimbursement of any expenses and must make their own travel arrangements, including hotel reservations.