

From: Vicki Arroyo [arroyo@law.georgetown.edu]

Sent: Wednesday, November 25, 2015 1:56 PM

To: Gray, Laura

CC: Rebecca C Parks-Reynolds; Kathryn A. Zyla; Sonia Hamel

Subject: Paris COP Information Gov. Shumlin and Laura

Attachments: Georgetown Delegation COP Packet.pdf; Georgetown Climate Center at COP docxNov 25.docx; Georgetown Univeristy Travel Reimbursement Letter- 07102015.docx; Georgetown Univeristy Travel Reimbursement Guidelines - 07102015.pdf

Dear Laura,

As promised, please find the attached information packet on COP21 including a "Georgetown Delegation COP Packet" with lots of information – for you as well as the Governor and his detail. Can you please share this with Gov. Shumlin and his security folks so they will have our contact details, etc.? I'm also including a working list of our GCC events at the COP and information for travel expenses. I think this covers everything, but let us know if you have any questions and please confirm receipt. We'll follow up with some other events that may be of interest next week – and hopefully you've received information on the opening reception and briefing on Sunday, Dec. 6th?

Happy Thanksgiving and look forward to seeing you in Paris!

All best,
Vicki

Vicki Arroyo

Executive Director, Georgetown Climate Center

Asst. Dean, Centers & Institutes, Professor from Practice, Georgetown Law

(202) 661-6556

Cell: (202) 390-0172

Georgetown University for the United Nations Climate Change Conference in Paris, France (COP 21)

Packets for Georgetown University Delegation

Thank you for joining that Georgetown University Delegation for the United Nations Climate Change Conference in Paris, France (COP 21). As facilitator during your stay at COP21, the Georgetown State-Federal Climate Resource Center (GCC) has put together the following packet to provide you the information you will need in Paris.

The following individuals will be your GCC contacts in Paris:



Vicki Arroyo
Executive Director
00 1 (202) 390-0172
arroyo@law.georgetown.edu
Arrival: December 2
Departure: December 13



Sonia Hamel
Climate Consultant
00 1 (617) 529-3535
sonia.hamel@gmail.com
Arrival: December 2 (staying at our hotel from the 7th)
Departure: December 11



Joanna Lewis
Associate Professor
00 1 (202) 758-4256
jil9@georgetown.edu
Arrival: November 30
Departure: December 12

Vicki, Sonia, and Joanna will be staying at the Best Western – Trianon Rive Gauche.
1 - 3, rue de Vaugirard, Paris
Telephone: 33 (0)1 43 29 88 10
Fax number: 33 (0)1 43 29 15 98

The following individuals will be your GCC contacts in Washington, DC during the COP:

| | |
|---------------------------------------|-------------------------|
| Rebecca Parks-Reynolds | Kate Zyla |
| Administrative and Grants Coordinator | Deputy Director |
| (o) 00 1 (202) 661-6566 | (o) 00 1 (202) 661-6558 |
| (c) 00 1 (301) 752-5648 | (c) 00 1 (202) 469-1753 |

OFFICIAL LOGISTICS INFORMATION:

The official UNFCCC logistics can be found at:

- http://unfccc.int/files/meetings/paris_nov_2015/application/pdf/cop21cmp11_faq.pdf
- <http://newsroom.unfccc.int/cop21parisinformationhub/>

TRAVEL OVERVIEW

The Trianon Rive Gauche hotel is located a short walk to the RER B line - the same line needed to reach Bourget on a one seat ride. The RER system integrates the subway system with the commuter rail lines. It has many connections with the Paris Métro (subway) within the city of Paris and inside the city it functions like an express subway (faster with fewer stops). During the time of the COP, all of the trains on the RER B line (both express and local trains) will stop at Le Bourget so you don't need to worry which one you get on but the express trains "DIRECT" will be slightly faster, about 45 minutes. From the RER Station, there is a shuttle bus across to the site - which will take another 20 minutes at best. Please allow more than an hour and a half, from the hotel.

NOTE: Once you have completed your registration you will be able to ride the Paris Métro (subway) and RER for free. Please visit <http://parisbytrain.com/paris-rer/> for information on how to get around Paris using the subway and RER.

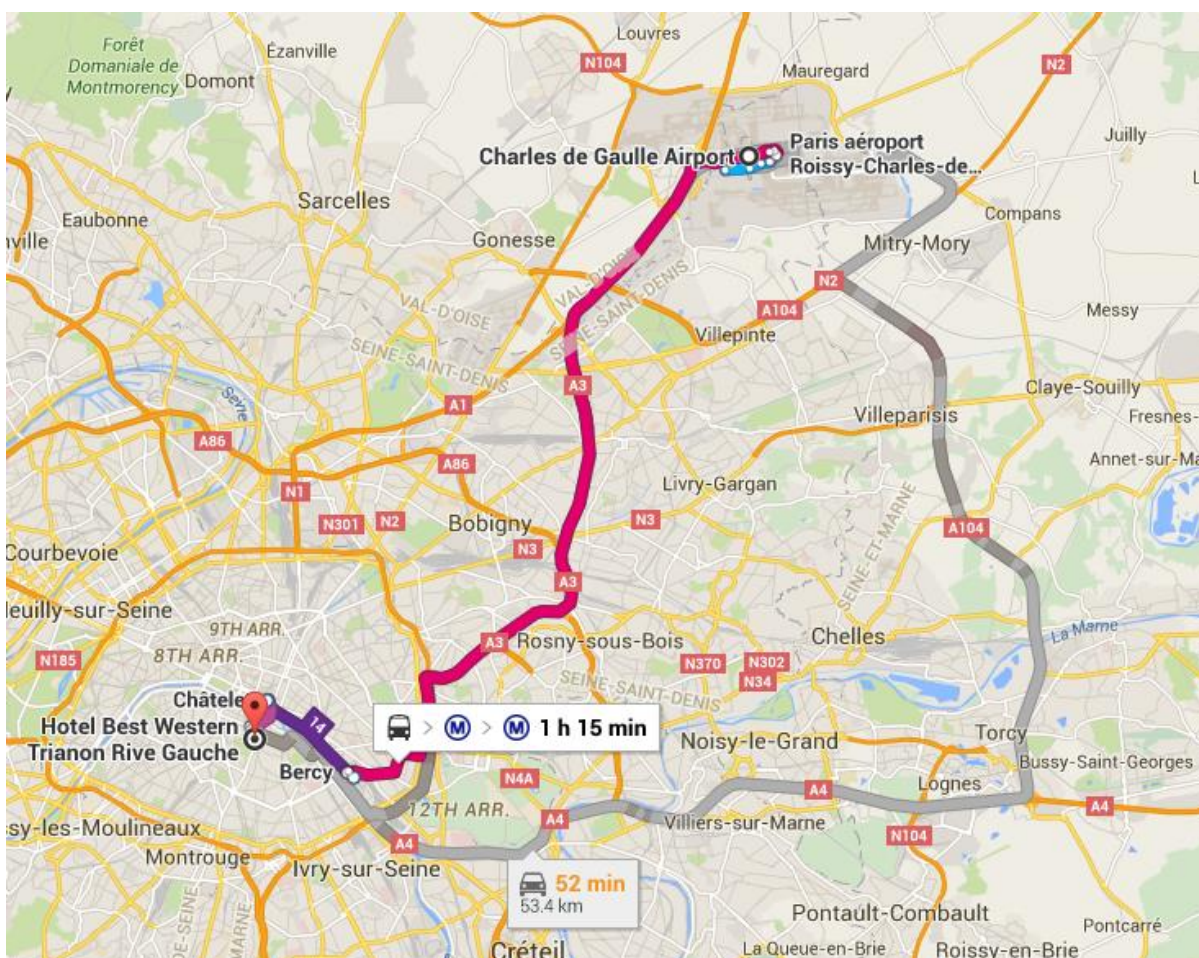
ARRIVAL

Transportation is available from Charles de Gaulle Airport to the hotel and Paris-Le-Bourget (bus, taxi, and rail).

- RER trains depart from Terminals 1 and 2
- RER B3 line goes directly from CDG to Luxembourg stop, which is 2 blocks away from the hotel (see maps below).
- Shuttle – make reservations in advance, pre-pay using own currency with Viator: Paris
 - <http://www.viator.com/tours/Paris/Paris-Shuttle-Departure-Transfer-Charles-de-Gaulle-Airport-CDG/d479-3627PARHTLAPTCDG>
- Taxis: average fare €40-50; will take about 45-60 minutes to get to the city center
- Uber is also an option.

For detailed information please visit: <http://www.cop21.gouv.fr/en/come/transports/>

NOTE: UNFCC recommends to use public transportation.





Map of portion of the RER B line. This shows the RER B line train stops between Charles-de-Gaulle airport and Luxembourg stop near the hotel. You can use RER B line to reach Le Bourget as well.

HOTEL

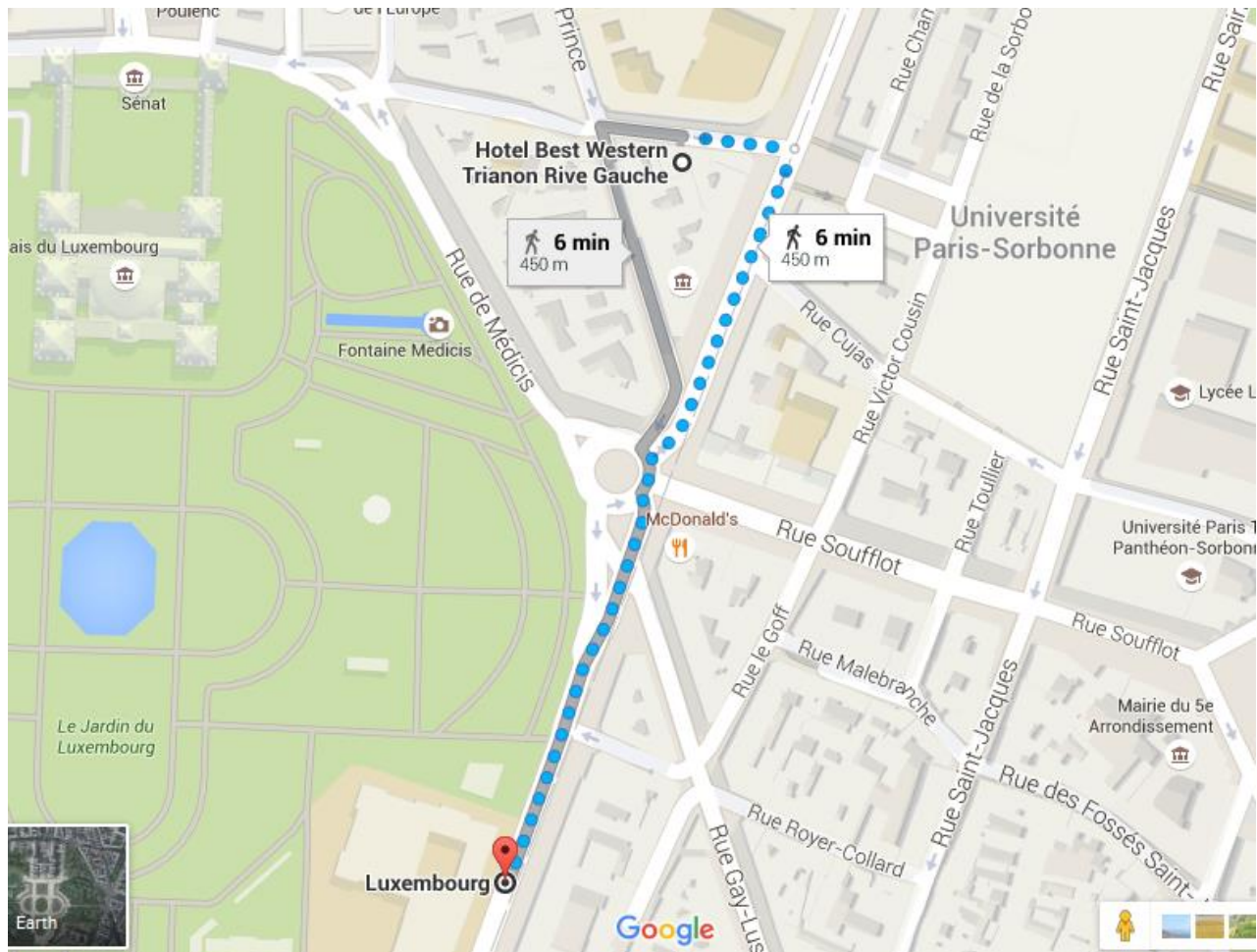
The Delegation of the Georgetown Climate Center will be staying at the following hotel (The Climate Registry and the Climate Action Reserve will also be staying at the hotel). Upon arrival please check in using your first and last name. The hotel does not use confirmation numbers.

Best Western – Trianon Rive Gauche
1 Bis, Rue de Vaugirard
75006 Paris, France
T: +33-1-43-29-88-10

<http://www.hoteltrianonrivegauche.com/>

The hotel is located a short walk from the Luxembourg station along the RER B line (see map of RER B stations above, and Google Map of the hotel area below). The hotel features complimentary Wi-Fi in rooms and has fax, copy, and print services in the lobby.

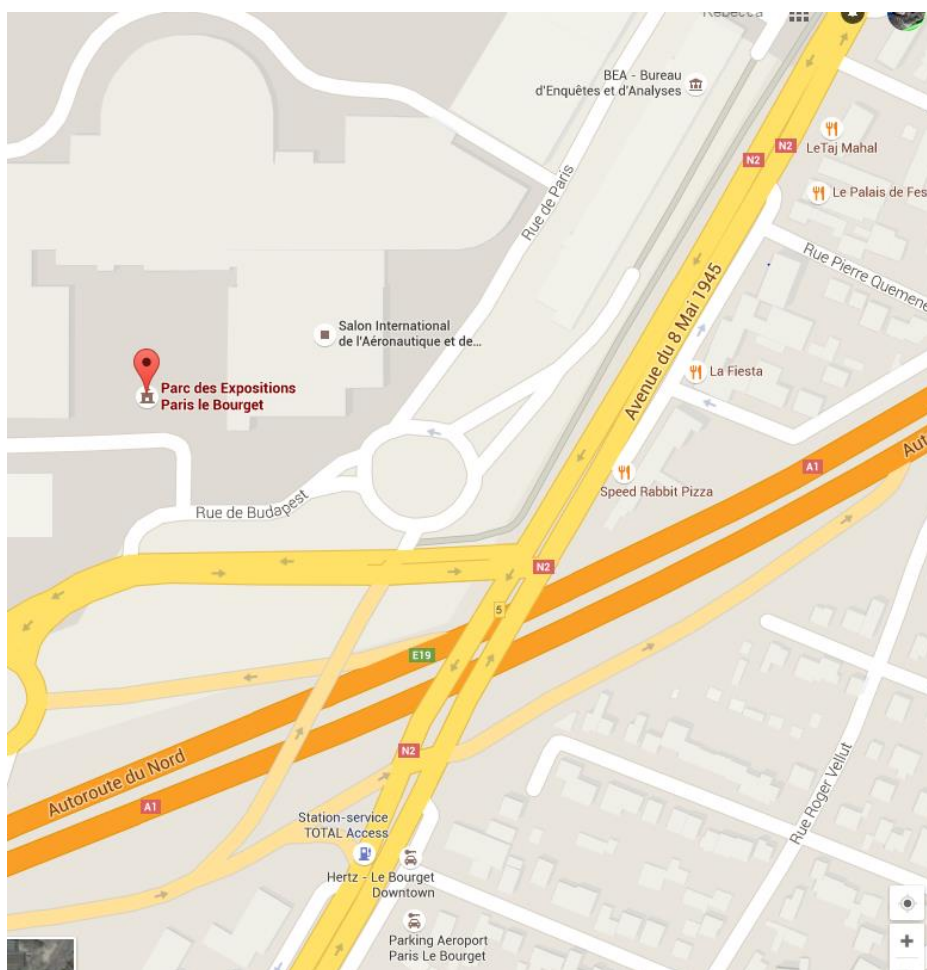
A breakfast buffet is available to our guests.



COP21 VENUE

The conference will be held at Paris-Le-Bourget site (parc des expositions) from Monday, November 30 to Friday December 11.

Parc des expositions du Bourget
Place Charles Lindbergh
93350 L Bourget
France



For a virtual tour of the facility please visit:

<http://bourget.cop21.gouv.fr/fr/>

NOTE: UNFCC recommends use of public transportation. There are often traffic jams on the roads to the site and it is difficult to park at the Paris-Le Bourget. Extra trains and buses will be added to their routes to accommodate the conference attendees.

Travel Logistics to Venue:

The Le Bourget Conference Center is located approximately 9 miles northeast of the Paris city center. To travel from Paris to Le Bourget, you are strongly advised to use public transportation (see travel information above).

Train:

- **RER B:** You can take the northbound regional express railway (RER) line B train north (in the direction of Charles de Gaulle Airport - Mitry Claye) and get off at the "**Le Bourget**" station. All RER B trains will stop at Le Bourget station throughout COP21. From there, you can take a special shuttle to the conference site. You can also walk from the RER B Le Bourget station. It takes 25 minutes and the route will be indicated.
- **Metro line 7:** You can also take Metro line 7 to the "**Fort d'Aubervilliers**" station and take a special shuttle from there to the conference site.
- Both metro shuttles will run approximately every 5 minutes
 - November 30 to December 13 from 5:00 a.m. to 1:00 a.m.
 - December 14 service will end at 5:00 p.m.
- **Recommended travel app:** For additional information on COP21-specific transportation, you can download either of the apps "The RATP: Subway Paris" or "Visit Paris By Metro – RATP" (a simplified version of the RATP app targeted toward travelers). Both are available for iPhone and Android and will contain COP21 point of interest information.



Map of train and shuttle options to the COP21 site at Le Bourget.

Bus: The Paris-Le Bourget site can also be accessed by regular bus routes:

- **Bus 152** departing from Metro line 7 at the Porte de la Villette - get off at the "Parc des expositions du Bourget" stop
- **Bus 350** departing from the Gare de l'Est, the Gare du Nord or the Porte de la Chapelle (Metro line 12) - get off at the "Parc des expositions du Bourget" stop

Car: The Paris-Le Bourget site can be accessed by car on the A86, A1 and A3 motorways, but you may not be able to park and should anticipate 1.5-2 hours in transit.

Accredited Delegates:

Several special bus links will run at night only from the conference site to the principal hotel zones in Paris. 24-hour shuttle service will be provided between the conference and the Roissy-en-France airport hotel zone. You must show your badge to access the bus. For additional information on the special COP21 bus lines see: <http://www.cop21.gouv.fr/wp-content/uploads/2015/10/DOC-PDF-6-lignes-Transdev.pdf>.

Bus frequency:

- 9 pm - 11 pm: every 15 minutes
- 11 pm - 6am: every 30 minutes
- 6 am - 7 am: every 15 minutes.

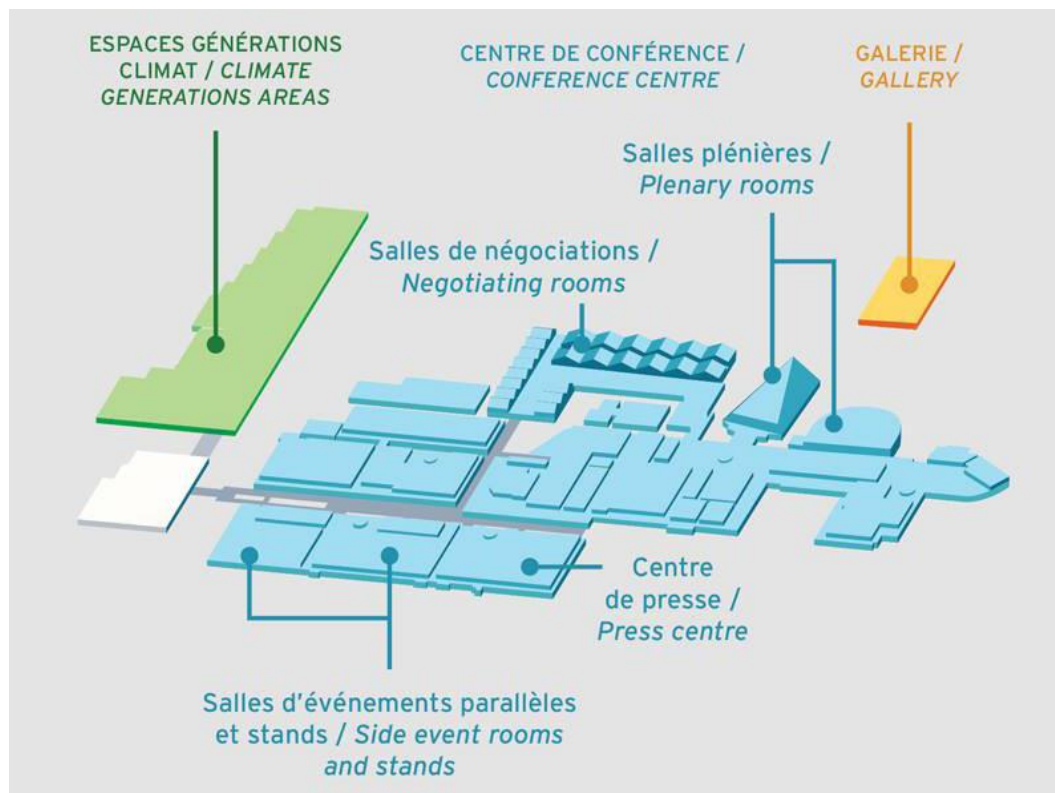
For delegates staying at the Best Western Trianon Rive), the closest shuttle stop is "Observatoire - Port Royal" on the COP Green Line bus. It's approximately a 15 minute walk to the hotel, north on Boulevard Saint-Michel.

Bus hotline: + 33 6 21 23 70 80.

There is complimentary wi-fi on the shuttles. You can also view COP21 bus schedules in real time using the **ZenBus app, available for iPhone and Android users**. To use the app, you must put in a special code the first time you launch the app (click on "«Ajouter un réseau privé»"), which you can get from the bus hosts.

Conference Center Maps

<http://bourget.cop21.gouv.fr/fr/>



- The **Conference Centre** (“blue zone”) is under UNFCCC responsibility and open to accredited persons only.
- The **Climate Generations Area** (civil society space, “green zone”) is free and open to the public (with enhanced security). It is immediately next to the blue zone.
- The **gallery** is reserved for businesses and professionals.

REGISTRATION

Registration and the collection of the badges will take place at the conference venue at the Paris-Le Bourget site. These badges will gain you access to the premises. You will need to register at the registration desk, which will be open from Saturday, November 21 to Friday, December 11 during these times:

Registration Hours for Parties:

- Saturday, November 21 – Friday, November 27 from 8 a.m. to 9 p.m.
- Saturday, November 28 – Friday, December 11 from 8 a.m. to 9 p.m.

Hours for NGOs and IGOs (Georgetown delegation):

- Saturday, November 22 – Friday, November 27 from 8 a.m. to 9 p.m.
- Saturday, November 28 – Sunday, November 29 from 8 a.m. to 8 p.m.
- Tuesday, December 1 – Friday, December 11 from 8 a.m. to 8 p.m.

NOTE: You will need to bring the following documents for registration:

- Your passport
- The acknowledgment letter generated from the online registration system

SECURITY

AT LE BOURGET

Expect at least TSA-level security upon arrival at Le Bourget. Note: there are no liquids allowed inside the venue (as well as other items generally prohibited on airplanes- small knives, some razors, or anything that could be construed as a weapon).

Please also note that no large luggage is allowed at Le Bourget. Only hand-luggage (55cm x 35cm x 25cm) will be allowed inside the venue and will be thoroughly screened.

SECURITY IN GENERAL & PROTOCOLS IN EVENT OF EMERGENCY

Be alert when you are out and about. In the event there are security problems at the venue or our hotel, we suggest the following “meet up” protocols and request that you check in with us and/or our US point of contact Kate Zyla per below.

At Bourget

If there is a problem at Bourget, and transportation into town is cut off so returning to our hotel is difficult, we designate the Hilton at the Charles De Gaulle Airport - 20 minutes north as our re-grouping spot for those coming from Bourget.

http://www3.hilton.com/en/hotels/france/hilton-paris-charles-de-gaulle-airport-CDGHITW/index.html?WT.mc_id=zMWAA0EA1WW2DMH3Meta4DGGeneric7GW842004&utm_source=intlmeta&utm_medium=intlmeta&utm_campaign=intlmeta

In Central Paris

If a problem arises in the area of our hotel, the Cafe de Luxembourg, 58 Boulevard Saint-Michel, 75006 Paris, France, +33 1 43 54 20 03, open 8 am to 11 pm is close to the RER and the hotel but a few blocks from each, so let's regroup there.

Our US point of contact to "check in" is Kate Zyla:
(w) 00 1 (202) 661-6558 or cell: (c) 00 1 (202) 469-1753

NOTE:

The U.S. State Department strongly urges U.S. citizens to maintain a high level of vigilance, be aware of local events, and take the appropriate steps to bolster their personal security. U.S. citizens are encouraged to monitor media and local information sources. The State Department advises that the French government continues to operate under a state of emergency. The state of emergency allows the government to prevent the circulation of individuals and to create zones of protection and security.

We encourage all delegates to enroll in the State Department's Smart Traveler Enrollment Program (STEP) at <https://step.state.gov/step/> to receive security messages and make it easier for the US Government to locate you in an emergency.

Also note that the U.S. Embassy in Paris is located at 2 Avenue Gabriel 75008 Paris and can be called 24 hours at +(33)(1) 43-12-22-22 or contacted by email at Citizeninfo@state.gov.

We are sharing the delegate contact information below for this delegation only in case of an emergency or wanting to connect regarding COP opportunities, event collaboration, etc.
Please do not distribute this information.

DRESS CODE

There is no established dress code for the conference. All participants should keep in mind the temperature and rainy conditions in Paris in November and December. The temperature typically ranges from 37°F to 46°F. Please remember to bring walking shoes as you will do a bit of walking to get to COP 21. For current and estimated future temperatures for Paris please visit:

- www.weather.com.

EXPENSE REIMBURSEMENTS

For those who have been approved to receive reimbursement for travel expenses from Georgetown University, you are required to submit original receipts with an itemized list of expenses and payment information; along with boarding passes for each leg of your trip. You are also required to register in the Georgetown University's website please:

<https://georgetown.secure.force.com/gusupplier>.

Please read the Georgetown Guidelines carefully prior to your trip to avoid any delays with your reimbursement. Also please send a completed reimbursement cover letter and receipts as soon as possible after your return but no later than December 31 to:

Rebecca Parks-Reynolds
Georgetown University Law Center
E.B. Willimas Law Library, #347D
600 New Jersey Ave NW, Washington, DC 20001
Phone: 202-661-6566
Email: parksreynolds@law.georgetown.edu

Thank you and look forward to seeing you in Paris!

Delegation Contact Information

For Delegate purposes ONLY - NOT FOR DISTRIBUTION

| Name | Position | Phone Number | Email Address |
|--|--|------------------------------------|--|
| Vicki Arroyo | Georgetown Climate Center - Executive Director | O: 202-661-6556 C: 202-390-0172 | arroyo@law.georgetown.edu |
| Norah Beck | Georgetown University Student | C: 703-973-4275 | nlb39@georgetown.edu |
| Chris Davis | State of WA, Office of Governor Jay Inslee – Senior Advisor, Energy & Carbon Markets | O: 360-902-0490 C: 360-972-5693 | chris.davis@gov.wa.gov |
| Alexandra Donovan | Georgetown University Student | C: 864-373-5089 | aed77@georgetown.edu |
| Laura Gray | State of VT, Office of Governor Peter Shumlin – Director of Special Projects | O: 802-828-3333 C: 802-558-2260 | Laura.Gray@vermont.gov |
| Sonia Hamel | Hamel Environmental Consulting (staffing GCC & governors) | C: 617-529-3535 | sonia.hamel@gmail.com |
| Governor Jay Inslee (security: Dave Startup) | State of WA - Governor | C: 360-529-1067 | dave.startup@wsp.wa.gov |
| Richard Kauffman | NYSERDA | C: 646-262-6574 | richard.kauffman1@gmail.com |
| Joanna Lewis | Georgetown University – Associate Processor | O: 202-687-7284 C: 202-758-4256 | Joanna.Lewis@georgetown.edu |
| Deb Markowitz | State of VT – Secretary, Agency of Natural Resources | C: 802-477-3233 | deb.markowitz@vermont.gov |
| Sarah Rees | State of WA, Office of Governor Jay Inslee – Senior Staff, Department of Ecology | C: 206-819-1719 | Sare461@ecy.wa.gov |
| Bill Ritter | Colorado State University – Director, Center for the New Energy Economy | O: 970-491-2903 C: 303-325-1955 | Bill.Ritter@colostate.edu |
| Ian Sawtelle | VT Governor Security | C: 802-585-6547 | Ian.Sawtelle@vermont.gov |
| Chris Scrodin | VT Governor Security | | Chris.scrodin@vermont.gov |
| Governor Peter Shumlin (security: Todd Conway) | VT Governor | C: 802-793-8112 | Todd.conway@vermont.gov |

Georgetown Climate Center at COP-21

The Subnational (State and Provincial) Foundation for Action

Wednesday, December 9, 1pm to 2:30 pm – Civil Society Space (Green Zone), Salle 1

As national delegations pledge climate commitments in Paris, U.S. states are already taking action to implement these commitments. Subnational actions span all sectors of the economy, and take the form of emissions reduction goals, clean vehicles programs, limits on pollution from power plants and more. States are innovating and collaborating to make these programs successful. State and provincial leaders will speak about their commitments to reducing GHG emissions and preparing for climate change; the role that national policy plays in promoting further subnational action; the environmental, economic, and social benefits these programs have achieved; and the reasons to believe these efforts will continue. Sponsor: Georgetown Climate Center.

Speakers include:

Governor Peter Shumlin, Vermont;

Governor Jay Inslee, Washington (invited);

[Sec. Matt Rodriguez](#), CA EPA;

Premier Selinger, Manitoba;

Premier Coulliard of Quebec (invited).

Vicki Arroyo of Georgetown Climate Center will moderate.

Subnational Cooperation on Clean, Resilient Transportation

Thursday, December 10, 3pm-4:30pm

Official UN side event – Observer Room 023

Achieving our climate goals will require conversion of the transportation fleet to zero or near zero emission vehicles, use of cleaner fuels, and support for non-motorized travel. California and other states have joined together to set aggressive targets and to collaborate on policies to accelerate this conversion. Panelists will discuss technical and policy issues that are being addressed and unveil a new initiative. Cosponsored by Georgetown Climate Center and the Climate Action Reserve.

Speakers include:

Fran Pavley, California State Senator

Michael Heurtel, Minister of the Environment and Climate Change, Quebec

Deb Markowitz, Secretary, Agency for Natural Resources, Vermont

Glenn Schmidt, BMW

Helen Burt, PG&E

Gary Gero of the Climate Action Reserve will moderate.

U.S. State Actions to Achieve Significant GHG Reduction

Thursday, December 10, 5:45 – 6:45 pm

U.S. Center Pavilion – U.S. Center Stage

While opponents of climate action argue that U.S. commitments are unattainable or unlikely to be maintained, states are taking action to make these reductions happen. Some are setting ambitious targets of their own, others are implementing new policies to cap emissions, still others are making striking commitments to the deployment of renewable energy and energy efficiency. State officials will speak about their states' commitments to reducing GHG emissions, the role that federal policy plays in promoting further state action, and reasons to believe these efforts will continue. Sponsor: Georgetown Climate Center.

Welcome to US Pavilion: White House CEQ Chair Christy Goldfuss

Speakers:

Deb Markowitz, Secretary, Vermont Agency of Natural Resources

Mary Nichols, Chair, California Air Resources Board

Richard Kauffman, Chairman of Energy and Finance for New York, Office of Governor Andrew M. Cuomo

Chris Davis, Senior Advisor, Office of Governor Jay Inslee

Bill Ritter, Former Governor, Colorado

Vicki Arroyo of Georgetown Climate Center will moderate.

Dear Friends,

Please find below the details on the reimbursement process for travel expenses incurred for participation in a meeting facilitated by the Georgetown Climate Center.

REIMBURSEMENT OF TRAVEL COST: We will need the following materials to process a reimbursement: 1) the reimbursement request letter, 2) the originals of all supporting documents for all expenses to be reimbursed, and 3) registry of payee in the University online system.

- 1) At the end of your travel, please send a detailed letter outlining the expenses for which you seek reimbursement, along with supporting original documents, signed by the traveler to me by mail at the following address.

Rebecca Parks-Reynolds
Georgetown Climate Center
345D E.B. Williams Law Library
Georgetown University Law Center
600 New Jersey Ave, NW
Washington DC 20001

A template of the travel reimbursement letter is provided in Word format for your convenience.

- 2) In order to process the reimbursement we will need you to submit all original documents for your travel, including the itinerary, showing the price of the ticket and confirmation of payment by you, along with boarding passes for each leg of your flight/train travel, and all original receipts for any other travel-related expense for which you are requesting reimbursement. Mileage will be reimbursed at the 2015 standard of \$0.575 per mile. Your mileage reimbursement request will need to be accompanied by a MapQuest/Google print-out indicating start and end point and total mileage for the specific trip. Please see the Georgetown University Guidelines on the next page, for additional information.
- 3) In order for Georgetown to issue a check, we will need to have you or your agency registered in the University online payee system. The w9 form has recently been updated and all payees will need to complete a new form through the online system even if they have received a payment from the University in the past. Please complete the online registry at https://ia.georgetown.edu/finaff/register/w9_form.cfm

If the reimbursement will be made to your departments/agencies, we will need the agency to be registered in the University System. If the reimbursement is in your name, please provide your personal information on the University web system. Once you have completed the online registry, please let me know the ID number you were issued so that I can follow up internally to process the reimbursement.

Please do not hesitate to contact me if you need any additional information. Thank you and we look forward to your participation.

Regards,
Rebecca

| <u>Expenses</u> | <u>Current Allowed Rate</u> | <u>Documentation Needed for Reimbursement and Procurement Card Transactions *</u> |
|----------------------------|---|--|
| Airfare | Actual cost of less-than-first class ticket; business class allowed for international travel. | Original airline ticket passenger receipt (it's the "passenger receipt" coupon, looks just like the ticket, but says "passenger receipt"), usually the last coupon in the ticket book Electronic Ticketing: documentation required for E-tickets (air or rail) would be the original boarding passes and a printout of the Internet order aka "Itinerary/Receipt" that includes credit card payment information. If the "Itinerary/ Receipt" does not show credit card payment information, the traveler needs to provide a copy of the credit card bill showing the purchase (all info on the copy other than the e-ticket transaction can be blocked out). If boarding passes are lost, the traveler needs to include with the reimbursement paperwork, a written request for exception to policy. |
| Train/Rail | Lowest available coach fare (unless 1 st class train fare is more economical than discounted coach airfare) | Original train ticket receipt* (See note above for documentation required for E-ticket and Internet purchases). |
| Hotel | Actual cost of single room, single occupancy (and business calls and meals on hotel bill). | Original hotel folio and payment receipt; if the folio does not show payment information, the traveler must provide a credit card receipt or copy of credit card bill showing the transaction. |
| Use of personal Automobile | Mileage rate: Of travel occurred For 2015: 57.5 cents per mile | A MapQuest printout that shows address of departure and address of destination, and total miles. |
| Local Transport | Actual Cost (cabs, parking, bus, etc.) | Original receipt. |
| Auto Rental | Economy/compact (larger if rented to group of three or more); gas reimbursed for rental cars; apply for education discounts wherever available. | Rental agreement and original –payment receipt; original receipts for gas purchases.* |

Non-allowable costs include: purchase or rental of clothing to attend business functions; purchase of toiletries, books, magazines, newspapers, health facility fees, movie or theater tickets, or other items of a personal nature. Spouses or other family members accompanying individuals on University business travel must travel at their own expense. **Use of limousines (defined as all chauffeured vehicles with the exception of taxi cabs and airport travel vans or cars/buses secured to benefit from a group rate) at University expense is prohibited unless for use by visiting dignitaries (e.g. members of the diplomatic corps, elected officials, individuals receiving honorary degrees, etc.).** The special airport sedan shuttle rates offered through West End Travel are permissible. The University will reimburse laundry expenses only

| | | |
|------------------------------------|-------------|--|
| Meals, Personal | Actual cost | Original receipt* showing what was purchased and proof of payment (e.g. restaurant tab <u>and</u> credit card receipt) |
| Meals, Business | Actual cost | Original receipt/proof of payment* (see personal meals, above) and names of guests, their affiliation with the University, and business purpose of the meal. |
| Conference Registration Fees | Actual cost | Copy of completed registration form & proof of payment (credit card receipt or cancelled check). |

Non-allowable costs include: purchase or rental of clothing to attend business functions; purchase of toiletries, books, magazines, newspapers, health facility fees, movie or theater tickets, or other items of a personal nature. Spouses or other family members accompanying individuals on University business travel must travel at their own expense. **Use of limousines (defined as all chauffeured vehicles with the exception of taxi cabs and airport travel vans or cars/buses secured to benefit from a group rate) at University expense is prohibited unless for use by visiting dignitaries (e.g. members of the diplomatic corps, elected officials, individuals receiving honorary degrees, etc.).** The special airport sedan shuttle rates offered through West End Travel are permissible. The University will reimburse laundry expenses only

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600 New Jersey Ave, NW
Washington DC 20001

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Please do not hesitate to contact me if you need any additional information. Thank you and we look forward to your participation.

Regards,
Rebecca

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| Hotel | Actual cost of single room, single occupancy (and business calls and meals on hotel bill). | Original hotel folio and payment receipt; if the folio does not show payment information, the traveler must provide a credit card receipt or copy of credit card bill showing the transaction. |
| Use of personal Automobile | Mileage rate: Of travel occurred For 2015: 57.5 cents per mile | A MapQuest printout that shows address of departure and address of destination, and total miles. |
| Local Transport | Actual Cost (cabs, parking, bus, etc.) | Original receipt. |
| Auto Rental | Economy/compact (larger if rented to group of three or more); gas reimbursed for rental cars; apply for education discounts wherever available. | Rental agreement and original –payment receipt; original receipts for gas purchases.* |

Non-allowable costs include: purchase or rental of clothing to attend business functions; purchase of toiletries, books, magazines, newspapers, health facility fees, movie or theater tickets, or other items of a personal nature. Spouses or other family members accompanying individuals on University business travel must travel at their own expense. **Use of limousines (defined as all chauffeured vehicles with the exception of taxi cabs and airport travel vans or cars/buses secured to benefit from a group rate) at University expense is prohibited unless for use by visiting dignitaries (e.g. members of the diplomatic corps, elected officials, individuals receiving honorary degrees, etc.).** The special airport sedan shuttle rates offered through West End Travel are permissible. The University will reimburse laundry expenses only

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| Meals, Personal | Actual cost | Original receipt* showing what was purchased and proof of payment (e.g. restaurant tab <u>and</u> credit card receipt) |
| Meals, Business | Actual cost | Original receipt/proof of payment* (see personal meals, above) and names of guests, their affiliation with the University, and business purpose of the meal. |
| Conference Registration Fees | Actual cost | Copy of completed registration form & proof of payment (credit card receipt or cancelled check). |

Non-allowable costs include: purchase or rental of clothing to attend business functions; purchase of toiletries, books, magazines, newspapers, health facility fees, movie or theater tickets, or other items of a personal nature. Spouses or other family members accompanying individuals on University business travel must travel at their own expense. **Use of limousines (defined as all chauffeured vehicles with the exception of taxi cabs and airport travel vans or cars/buses secured to benefit from a group rate) at University expense is prohibited unless for use by visiting dignitaries (e.g. members of the diplomatic corps, elected officials, individuals receiving honorary degrees, etc.).** The special airport sedan shuttle rates offered through West End Travel are permissible. The University will reimburse laundry expenses only