



TheChicagoSchool
of Professional Psychology



PACIFIC OAKS
COLLEGE & CHILDREN'S SCHOOL



Travel Guidelines

For all TCS-sponsored travel, the following estimates should be used for traveling purposes: Please use the company travel agency to book all travel. All Expense reports and travel booking should be booked through the Concur System.

- **Travel Air** (Coach/Economy class is the only authorized class of travel)
 - Domestic Airfare: Up to \$600 per round trip
 - International Airfare: Up to \$1,750 per round trip

- **Travel Auto**
 - Car Rental
 - Full size or smaller
 - Up to \$50 per day
 - Damage liability insurance must be included in all car rental agreements.

 - Mileage reimbursement: .55 per mile (**changes on 1/1 of each year or adjusted throughout the year based off IRS updates**)
 - Taxi/Cab Rides:
 - Up to \$50 each way for travel to & from the airport

- **Travel Lodging**
 - Hotel:
 - Up to to \$275 per day domestic
 - Up to \$350 per day internationally

- **Travel Meals**
 - \$12 Breakfast
 - \$18 Lunch
 - \$35 Dinner
 - \$65 TOTAL PER DAY for all meals.

- **Entertainment Meals**
 - Maximum amount of \$150 per day

Note that receipts are required for any travel expense reimbursement except mileage.



TheChicagoSchool
of Professional Psychology



PACIFIC OAKS
COLLEGE & CHILDREN'S SCHOOL



The Colleges
of Law
Santa Barbara
& Ventura

