

Massachusetts College of Art and Design (MassArt) Travel and Reimbursement Policy for Consultant Contracts

MassArt will reimburse Consultant for travel related expenses which are reasonably and necessarily incurred by Consultant in performing services as described in contract documents. Original itemized receipts, or other similar written evidence, must be submitted for reimbursement.

Use of Personal Vehicle

The use of a personal vehicle in the performance of Consultant services for MassArt is entirely voluntary. It is the Consultant's responsibility to protect against damage to his/her vehicle and legal liability in the form of automobile insurance covering personal injury and property damage.

The business mileage charged by Consultant for use of his/her personal vehicle is reimbursable at the current IRS published rate. The mileage allowance is provided to cover the cost of gas, maintenance, repair, and insurance. When a mileage allowance is claimed, no other cost related to use of personal vehicles will be paid. To receive a mileage allowance, Consultant is required to log the vehicle's mileage and date to the beginning of the vehicle's use for performance of services together with the mileage and date such use ends for a particular activity (e.g. driving to and from the job-site).

Meals and Incidentals

Consultants are reimbursed up to the Meals and Incidentals (M&IE) per diem (specific for the city of Boston and time of year of travel) according the Governmental Services Administration (GSA) website for domestic travel.

Incidentals such as gratuities for baggage carriers, porters, and hotel staff (bellhops and house cleaners), as well as ATM fees, bank fees, and check cashing charges are included in the daily incidental amount.

Alcohol is not reimbursable at any at any time.

Lodging

Consultants are expected to choose lodging that meets the Consultant's schedule and business needs. Original itemized receipts for room and taxes only must be submitted for reimbursement. MassArt will reimburse Consultants for actual expenses up to a maximum of 150% of the lodging nightly rate (before taxes) for the city of Boston as referenced on the GSA website for domestic lodging.

MassArt departmental staff can also work with consultants to take advantage of discounts, if available, at hotel(s) within close proximity to the college.

Air Transportation

Consultant travel by air is limited to the lowest, non-refundable, coach/economy class fare available at time of booking. First class airfare will not be reimbursed. When part of a ticket is not used, Consultant shall credit the unused portion to MassArt and seek reimbursement only for the portion used.

Rail Transportation

Consultant travel by train is limited to the lowest, non-refundable, coach/economy class fare available at time of booking. First class and business class fare will not be reimbursed. When part of a ticket is not used, Consultant shall credit the unused portion to MassArt and seek reimbursement only for the portion used.

Local Transportation

Consultant expenses for local transportation, such as a shuttle service, trolley, taxi, ride-share or bus incurred in the performance of the Consultant's travel for MassArt are reimbursable. Original itemized receipts must be submitted.