**Travel Expense Guidelines for CT Energy Efficiency Board Consultants**

**Effective 01/01/2023**

The purpose of this document is to provide guidelines for travel expenses for consultants to the CT Energy Efficiency Board.

The consultant invoices undergo a review by a CT EE consultant committee prior to submittal for payment to the utilities. Technical Consultants and Executive Secretary invoices undergo a review by the CT EEB Consultant Committee and Evaluation Consultants are reviewed by Evaluation Committee prior to submittal for payment to the utilities. The consultant committee has developed these guidelines for the EEB consultants as a reference. The committee approves for reasonableness, the utilities directly handle whether appropriate documentation has been submitted.

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Allowable travel and living expenses are limited to air fare, meals and hotel accommodations, and rental car or taxi fare. Reimbursement for such expenses is limited as follows:

**Meals:** no alcohol to be included

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| **BREAKFAST** | **$12.00** |
| **LUNCH** | **$16.00** |
| **DINNER** | **$27.00** |
| **GRATUITIES ON MEALS** | **15%** |
| **TAXES ON MEALS** | **ACTUAL COST** |

**Hotel Rates:**

Lodging will be reimbursed based on preferred rates at hotels at which there is a UIL or Eversource preferred rate. Contractor must mention UIL or Eversource at time of booking to receive preferred rate. If Contractor cannot obtain the preferred rate, rates are capped at 2x the U.S. General Services Administration hotel rate. For the regions in CT consultants typically stay in that would be between $200-260 depending on where in the state the hotel is. In addition, on occasions that include events, an exception will be made for the “conference rate.”

**Rental Car:** Rental vehicle charges will be reimbursed at reasonable and customary rates for vehicle size no greater than “intermediate.”

**Mileage:** Standard IRS mileage rate reimbursement

**Airfare:** Air fare reimbursement with respect to any flight shall not exceed reasonable and customary rates for a “coach” class ticket. Under special circumstances, and only if approved in advance, and at EEB’s sole discretion, EEB may authorize “business” class.

**Receipts**: Contractor shall provide copies of receipts for all expenditures with expense invoices before reimbursement will be made.