

CIRM grantees must comply with CIRM travel rules to provide reimbursement for travel related expenses under CIRM Notice of Grant Awards.

Allowable Travel Expenses using CIRM Award Funding

Allowable travel-related expenses for both domestic and international travel include costs for transportation, lodging, subsistence, and related items incurred by all personnel on project-related business. Reimbursement for transportation expenses shall be based on the most economical mode of transportation (e.g., coach fare) and the most traveled route consistent with the authorized purpose of the trip. Reimbursed lodging and subsistence expenses must be ordinary and necessary to accomplish the official business purpose of the trip.

M&IE Daily Maximum

Currently, the daily maximum allows for travel-related meals and incidentals is \$92.00 per person, per day (every 24-hour period.) The daily rate includes the cost of meals, taxes, incidentals, and tips.

Alcohol purchases will not be reimbursed. Whenever possible, the purchase of alcohol should be made separately and not reflected on the meal purchase. However, if this is not possible, to determine the allowance reimbursable amount, the alcohol, as well as the tax and tip associated with the alcohol purchase, should be deducted from the total cost.

The Daily Maximum is adjusted periodically.

Hotel Rates

CIRM travelers must limit claim expenses to 125% of the **GSA Per Diem Rates** allowed by fiscal year, city, state (or zip code), and month of travel. Participants enrolled in CIRM-Funded Clinical Trials are not subject to this limitation while participating in the trial.