



## Travel Reimbursement Policy *Effective 5/21/2024*

**Purpose:** The Travel Reimbursement Policy outlines the guidelines and procedures for approved travelers to secure reimbursement for travel expenses incurred while attending meetings and events on behalf of NCSEA.

**Approval of Travel to be Expensed:** A BOD Member or Committee Chair must be approved for travel by the Executive Director and Committee Members by their Committee Chair prior to travel to be able to submit travel expenses.

### Committee Chairs, Committee Members and Other Approved Travelers

**Approved Reimbursable Expenses— Up to \$250 for 1 Hotel Night; Up to \$1,000 for airfare and travel to and from airport**

1. **Transportation:**
  - a. Economy/Coach airfare and fees for 1 bag
  - b. Train/Bus/Public Transit Fares
  - c. Mileage (IRS standard mileage rate and rules apply)
  - d. Taxis/Uber/Lyft to and from the travelers' home/airport/hotel only
  - e. Rental Car (when driving to and from an event as it reduces costs compared to personal car use with mileage)
  - f. Parking at the travelers' home airport
2. **Lodging for Committee Chairs (non-Summit) and Committee Members (all travel):** 1 night of hotel at a maximum of \$250 per night (including tax) if hotel is not provided by NCSEA. If hotel is provided by NCSEA, then that cost per night (including tax). If a second night is required due to travel restrictions, it must be approved in advance by the NCSEA Executive Director.
3. **Summit Lodging for Committee Chairs:** 3 nights of hotel at the NCSEA provided hotel.
4. **Summit Registration for Committee Chairs:** Receive the lowest registration rate (typically early bird) regardless of when they register (need to contact NCSEA staff if lowest registration due date has passed).
5. **Leadership Week Lodging for Committee Chairs:** 2 nights of hotel at the NCSEA provided hotel (unless travel restrictions require a third night and it is approved in advance).
6. **Meals:** NCSEA does not reimburse for meals.
7. If you are receiving a stipend from NCSEA for your travel (as a scholarship recipient or award winner), you are not eligible for additional reimbursement from NCSEA unless approved by the NCSEA Executive Director.

### Board of Directors

**Approved Reimbursable Expenses—Up to \$250/night for 2 Hotel Nights; Up to \$1,000 for airfare and travel to and from airport**

1. **Transportation:**
  - a. Economy/Coach airfare and fees for 1 bag
  - b. Train/Bus/Public Transit Fares
  - c. Mileage (IRS standard mileage rate and rules apply)
  - d. Taxis/Uber/Lyft to and from the travelers' home/airport/hotel only
  - e. Rental Car (when driving to and from an event as it reduces costs compared to personal car use with mileage)
  - f. Parking at the travelers' home airport
2. **Lodging:** Up to 2 nights hotel at a maximum of \$250 per night (including tax) if hotel is not provided by NCSEA. If hotel is provided by NCSEA, then that cost per night (including tax).
3. **Summit Lodging:** Up to 5 nights at the hotel provided by NCSEA (except President). President receives up to 7 nights.
4. **Summit Registration:** Receive the lowest registration rate (typically early bird) regardless of when they register (need to contact NCSEA staff if due date has passed).
5. **Leadership Week Lodging:** 4 nights of hotel at the NCSEA provided hotel (unless travel restrictions require a fifth night and it is approved in advance).
6. **Meals:** NCSEA does not reimburse for meals.

### **Submission of Expenses:**

1. **Receipts:** Scanned original, itemized receipts must be submitted for all expenses.
2. **Expense Report:** Approved travelers are required to submit an expense report (found at <https://www.ncsea.com/engage/committees/>) within 60 days of the last expense. The report should be submitted as one pdf file per trip to their appropriate approver.
3. **Approval:** Board of Directors and Committee Chairs submit to the NCSEA Executive Director. Committee Members submit to their Committee Chair, who then submits them to the NCSEA Executive Director. Other Approved Travelers submit to whomever approved their travel who then submits to the NCSEA Executive Director.