



Policy Number:	05
Policy Title:	Travel Expense Reimbursement
Original date:	September 2012
Revision date:	April 2023

**Purpose:**

The purpose of this policy is to define Board-approved travel expenses and the process for submitting for travel expense reimbursement.

**Policy/Procedure:**

1. Reimbursement for Board member's travel to and from Board meetings will be granted at the current standard mileage rates set by the IRS for members having to travel more than 100 miles round-trip from their home to the meeting site. Reimbursement will not be granted for travel to and from the annual meeting for Board members. For current rates set each January 1<sup>st</sup>, refer to the IRS site: [Standard Mileage Rates](#)
2. Board-approved travel to NAHQ or other National meetings will be reimbursed for the day before the meeting through the day after the meeting if day-long travel is required:
  - 2.1. Food: Meals and incidental expenses will be reimbursed up to a maximum of \$65.00 per 24-hour period. Alcoholic beverages will not be reimbursed.
  - 2.2. Lodging: Maximum reimbursement will be at the negotiated group discount rate at the meeting's flagship hotel.
  - 2.3. Airline/Train: Maximum reimbursement will be for round trip coach travel from the city of residence to the conference location site, made at least thirty days in advance. Tickets of greater than \$800 for speakers must be approved by the Annual Meeting Chair and/or Board. Details of reimbursement for speakers at the Annual Meeting will be outlined in the confirmation letter.
  - 2.4. Shuttle/Taxi: Reimbursement for shuttle or taxi transportation to and from the destination airport and meeting's hotel will be at the local rate. Any car rental will be at the expense of the traveler and will not be reimbursed by NCAHQ.

3. After completing the Board-approved travel, the individual seeking reimbursement will complete the NCAHQ Travel Expense Reimbursement Form, either electronically or via hard copy.
4. If electronic receipts are being submitted:
  - The form should be electronically signed.
  - For general expenses, the form and all electronic receipts should be attached to an email to the NCAHQ treasurer. ([Link to current Board contact list](#))
  - For NCAHQ educational events, the form and all receipts should be submitted to the meeting chairperson, who will submit them to the NCAHQ treasurer.
5. If hard copy receipts are being submitted:
  - The completed form should be printed and signed by the individual requesting reimbursement.
  - For general expenses, the form and all receipts should be mailed to the NCAHQ treasurer. ([Link to current Board contact list](#))
  - For NCAHQ educational events, the form and all receipts should be submitted to the meeting chairperson, who will submit them to the NCAHQ treasurer.
6. The treasurer will issue reimbursement within 14 business days of receipt of the request.