

Title: Travel Reimbursement Policy	Number: N/A
Cross Reference: N/A	
Approved by: NCENA Board of Directors	Origination Date: 1/2021
Revised by: N/A	Approval Date: 1/2021
Reviewed: N/A	Revision Date: N/A

- I. **POLICY PURPOSE:** The purpose of this policy is to define and outline the North Carolina Emergency Nurses Association (NCENA) travel procedures and reimbursement program.

- II. **POLICY BACKGROUND:** This policy was created to define specific parameters for volunteer travel, to identify and describe allowable travel expenses and outline the process for reimbursement.

- III. **PROTOCOL:**
 - A. TRAVEL POLICIES/PROCEDURES
 1. All reimbursable travel must be made for the purpose of doing business as a representative of the NCENA. As such, travelers should remain professional in their actions and dress for the duration of the event. Examples include, but are not limited, to State and National meetings and chapter visits.
 2. If the member decides to combine personal travel with business travel, NCENA funds will not be used for personal expenses not related to the event being attended on behalf of the NCENA.
 3. Unless specified otherwise in this policy or by the NCENA Board of Directors, all general travel plans will have a maximum allowable amount placed on the event, in advance, by the NCENA Board of Directors. The NCENA will not reimburse over the set amount without approval by the NCENA Board of Directors and only under extraordinary circumstances.
 4. Travel begins on the day of the event and ends the day the event ends. Travel plans may include one day before the event and one day after the event when appropriate and will be approved by the NCENA Board of Directors in advance. All expenses incurred outside of these limits will not be reimbursable.
 5. Travel method to an event shall be at the discretion of the individual taking in to account the maximum allowable amount decided on by budget. Air travel will be at the coach fare. Any paid fare upgrades will be the responsibility of the member.
 6. Travel and hotel reservations shall be the responsibility of the individual or their designee in the event several members travel as a group.
 7. Mileage to an event should be calculated using an accepted mapping program such as MapQuest. The origination address should be the individual's home address.

8. All NCENA related travel, meals and lodging by the NCENA Board of Directors will be fully reimbursed following the procedures of this policy. The annual budget will include a line item for NCENA Board of Directors expenses. The NCENA Board of Directors members will make a conscious effort to minimize expenditures whenever possible.

B. REIMBURSEMENT POLICIES/PROCEDURES

1. All reimbursement requests from the must be accompanied by an NCENA approved reimbursement form and receipts for all expenditures. Forms must be submitted to the NCENA Treasurer within two (2) weeks from the day travel ends.
2. Reimbursements to any NCENA Board of Directors member for travel related to carrying out the responsibilities of the board must be submitted by the end of the calendar year.
3. Reimbursement requests may not exceed the budgeted amount without approval of the NCENA Board of Directors.
4. Reimbursable expenses include, but are not limited to, travel to and from an event, meals eaten while traveling for the NCENA and hotel stays during the event.
5. Purchase of alcoholic beverages will not be reimbursed and should not be included on reimbursement forms.
6. The mileage reimbursement amount shall be based on the federal mileage reimbursement amount on January 1st of the current year.
7. Conference registration fees are reimbursable, but the registration fee will be included in the agreed upon maximum allowable amount for the event.
8. Rental cars will not be reimbursable without prior approval by the NCENA Board of Directors.