Title: Travel Reimbursement Policy	**Number:** N/A
Cross Reference: N/A	
Approved by: NCENA Board of Directors	**Origination Date:** 1/2021
Revised by: NCENA Board of Directors	**Approval Date:** 1/2021
Reviewed: 1/2023	**Revision Date:** 1/2024,1/2026

I. <u>POLICY PURPOSE:</u>

To define and outline the North Carolina Emergency Nurses Association (NCENA) travel procedures and reimbursement program.

II. <u>POLICY BACKGROUND:</u> 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. <u>PROTOCOL:</u>

A. TRAVEL POLICIES/PROCEDURES

1. All reimbursable travel must be made for the purpose of doing business as a representative of the NCENA. Travelers should remain professional in their actions, interactions and presentation (dress) for the duration of the event. Examples include, but are not limited to, Council 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, food and lodging not related to the event being attended on behalf of 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. Members are expected to make every reasonable effort to minimize travel expenses in support of our mission and statewide activities. Any funds not required for travel should be returned to NCENA rather than spent simply to reach the maximum allowable reimbursement. The NCENA Board of Directors may establish an annual maximum reimbursement amount for specific events (e.g., ENA General Assembly, ENA Day on the Hill).
5. Eligible Expenses: Expenses not listed below are not eligible for reimbursement unless preapproved by the NCENA Board of Directors.
   a. Travel Days:
      i. Unless otherwise provided below, reimbursement is limited to expenses incurred during the days of the event only.

ii. Travel expenses may be approved one day before and/or after the event at the discretion of the NCENA Board of Directors to ensure member safety when traveling.

b. Travel Method:

   i. Members will choose the most cost-effective travel method for conducting NCENA business.

c. In general, for travel under 250 miles, use of a personally operated vehicle (POV) is typically the most cost-effective option. However, the member may utilize air travel if it is more cost-effective to the NCENA. POV Mileage:

   i. Mileage to/from an event should be calculated using an online mapping tool.
   ii. The origination address should be the individual's home address.
   iii. Mileage reimbursement rate will match the current IRS mileage rate.

d. Air Travel:

   i. Flights will be booked a minimum of 21 days prior unless specifically authorized by NCENA Board of Directors.
   ii. Air travel will be at the economy/basic fare. Any paid fare upgrades will be the responsibility of the member. :
   iii. Use of the event hotel is the preferred option when booking accommodations Only standard rooms are permitted for reimbursement. Members are responsible for any cost associated with room upgrades or incidentals.

e. Meal Reimbursement:

   i. Members receiving full reimbursement will be reimbursed for the actual cost of meals during travel not to exceed a daily reimbursement of $75. Receipts are required.
   ii. Eligible meals are those purchased based on the time away from home,

f. Taxis/Rideshare

   i. Fares are reimbursable, receipts are required for fares and gratuities.
   ii. Whenever feasible, travelers are encouraged to coordinate transportation and share taxis or rideshare services to minimize overall costs. Gratuity is eligible for reimbursement up to 20%.

g. Rental Cars

   i. Rental cars are not eligible for reimbursement unless supported by extenuating circumstances and preauthorized by the NCENA Board of Directors.

h. Conference Expenses, when applicable

i. Conference fees are eligible for reimbursement but limited to the base conference costs only. Special events, pre-/post-conferences, merchandise add-ons, etc. are not eligible for reimbursement.

6. NCENA Board Member Travel:
    a. All NCENA related travel, meals and lodging by the NCENA Board of Directors will be fully reimbursed in accordance with this policy.
    b. The annual budget will include a line item for NCENA Board of Directors expenses.
    c. The NCENA Board of Directors will make a conscious effort to minimize expenditures whenever possible.

B. REIMBURSEMENT POLICIES/PROCEDURES

1. Expenses will not be prepaid by NCENA unless a hardship request (see below) is submitted by the member. All expenses must be submitted for reimbursement following completion/attendance at the event.
    a. Hardship Request Procedures:
        i. Only expenses fully billed to and incurred by the members are eligible for a hardship request.
        ii. If travel expenses incurred by a member for a future event cause an undue burden on the financial wellbeing of the member, the member may submit a request (email) to the NCENA Board of Directors for immediate reimbursement.
        iii. In the event the member is prepaid for expenses and does not complete the travel, member is responsible for reimbursing NCENA for all submitted expenses.
2. All reimbursement requests, including hardship requests, must be accompanied by an NCENA approved reimbursement form and receipts for all expenditures.
3. Reimbursement requests must be submitted to the NCENA Treasurer within 14 days of the day travel ends. Later requests less than 30 days will be considered on a case-by-case basis. Failure to submit after 30 days will not be reimbursed.
    a. Reimbursement will be completed on NC ENA Travel Reimbursement Form.
    b. The NCENA Treasurer will submit their personal reimbursement request(s) to the NCENA President, or their designee, for review.
4. Reimbursement requests may not exceed the budgeted amount without approval of the NCENA Board of Directors.