



TITLE Travel Reimbursement Policy

BRIEF SUMMARY

The Travel Reimbursement Policy establishes set guidelines for reimbursing individuals who travel on authorized NACM business for actual, reasonable, and necessary travel-related expenses.

POLICY

1. Travel Voucher

To request reimbursement for authorized travel expenses, travelers must complete and sign a Travel Voucher form. Travelers must ensure Travel Vouchers are complete, including:

- All required information on the forms such as the dates and times of departures and arrivals;
- Original invoices or receipts¹ for all travel expenses² except meals; and
- Prepaid travel expense information.

The Travel Voucher form is available on the Board web page or from Association Services as an [Excel spreadsheet](#) or [PDF](#). Travelers should submit completed Travel Vouchers with necessary receipts by mail to Association Services at 300 Newport Avenue, Williamsburg, VA 23185 or by email to jreid@ncsc.org.

2. Accommodations

NACM will reimburse travelers for actual lodging costs at a rate equal to the standard single occupant room rate. Travelers who wish to stay in a larger or more expensive suite must pay the difference in cost. NACM will not reimburse travelers for in-room dining, room service charges, tips, and telephone costs. Travelers must pay for meals charged to the room and ensure that the hotel removes these charges from the accommodation receipt. NACM will reimburse travelers for meal costs as provided in Section 3 below.

3. Meals and Incidental Expenses (M&IE)

NACM will reimburse travelers for meals and incidental expenses at the rates specified by

¹ Original receipts must be attached to your Travel Voucher if provided by the service provider (hotel, airline, cab company, etc.). Receipts provided in a form (electronic or print) that is not distinguishable as an original receipt, may be submitted electronically.

² Travel expenses include but are not limited to lodging, airfare, ground transportation, parking, registration fees, in-room internet access (Wi-Fi or hard-wired), and other authorized expenditures.

location in the Federal Travel Regulations (FTR) accessible at <http://www.gsa.gov/perdiem>. NACM will use the standard reimbursement rate for locations not listed in the FTR. Travelers do not need to submit receipts for meals and incidental expenses.

For purposes of computing the meal allowance, official travel begins when travelers leave home, the office, or other points of departure and ends when travelers return home, to the office, or other points at the conclusion of the trip.

On travel days, any travel over 12 hours is eligible for full per diem that day unless the traveler travels by an indirect route for his or her own convenience when said route extends the duration of travel beyond 12 hours. Travelers who travel less than 12 hours will receive 75% of the applicable per diem rate. Incidentals include travel-related fees and tips given to porters, baggage carriers, bellhops, and hotel house cleaners.

4. Airfare

Travelers should purchase airfares well in advance whenever possible to secure supersaver rates and other special fares. When possible, travelers should use NACM's travel agency, Concur Travel to secure commercial airline tickets. Concur Travel bills NACM directly for travel booked through its website. Travelers who wish to fly in a class more expensive than coach class will bear the difference in cost even if no other class is available for the selected flight. NACM will not reimburse travelers for upgrades such as priority seating, priority boarding, and in-flight Wi-Fi. NACM will pay for one checked bag.

Airfare in excess of \$500 requires prior approval by the president or his or her designee. NACM will not reimburse individuals for cancelled flights. To book your airline ticket without incurring any out of pocket expenses, follow the steps below:

- a. Click <https://www.concursolutions.com> to access the login site
- b. Enter your login credentials:
 - i. Login: NACM email address
 - ii. Password: Association Services will email a password to travelers using Concur Travel for the first time.
- c. Complete your account profile. Make sure you enter your name the same as it shows on your government ID. Mandatory fields are marked with the word [Required].
- d. Click on "Profile" and then "Profile Settings" to change your password. Record your password for future use.

NACM will reimburse travelers who purchase airfare with a personal credit card after travel is completed. NACM will not reimburse travelers for airfare exceeding \$500 unless the president or his or her designee approved the airfare prior to booking. Travelers must attach airline

receipts to the Travel Voucher.

5. Ground Transportation

NACM will reimburse travelers for ground transportation to and from the airport. Depending on the location, options may include train, shuttle, Uber/Lyft or taxi. When practical, travelers should take the least expensive mode of transportation. Use of shuttle service and shared transportation services is encouraged. Travelers must attach transportation receipts to the travel claim.

6. Rental and Privately-Owned Vehicles

Rental and privately owned vehicles should not be used unless the total cost for said use is less expensive than other forms of travel. The total cost includes the car rental (if applicable), gas costs, tolls, and parking. In most cities, rental cars cannot be justified. Reimbursement for privately owned vehicles is limited to the lower of (1) mileage and related costs equivalent to the rate shown on the NACM Travel Expense Voucher or (2) equivalent costs of performing the travel by the use of scheduled commercial air carriers. Travelers must submit a printout from an airline website showing what a flight would have cost, compared to the cost of using a rental or privately owned vehicle.

Travelers who drive a personal vehicle to and from home/work and the airport, may be reimbursed for mileage at the prevailing federal rate (<http://www.gsa.gov/portal/category/104715>). Travelers must attach a printout from MapQuest or a similar site that shows the mileage between home/work and the airport to the Travel Voucher. NACM will reimburse travelers for airport parking. Travelers must also attach parking receipts to the Travel Voucher. Travelers must make every attempt to keep parking costs to a minimum.

7. NACM Meetings and Conferences

Midyear Board Meeting/Conference & Fall Board Meeting

NACM will reimburse all Board Members for attendance at the Midyear Board Meeting and Conference and Fall Board Meeting (contingent on funding availability).

Annual Board Meeting/Conference

NACM expects Directors to attend the Annual Board Meeting and Conference at their own expense. Any board member with extreme hardship may submit a request to the President for exception. Directors must submit hardship requests no later than 90 days prior to the first day of the annual conference. The President shall present the request for confirmation to the Board (naming only the hardship, not the board member); taking into account only one request per board member while serving on the Board.

NACM will reimburse Officers for attendance at the Annual Board Meeting and Conference.

8. Other Meetings

Travel expenses for NACM business other than Board meetings must receive pre-authorization from the President upon consultation with the Secretary/Treasurer.

9. Review Policy

Reimbursement claims that do not conform to this travel policy are subject to review by the NACM President and Secretary/Treasurer.