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NACRC Travel Expense & Registration Reimbursement Policy

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I. POLICY STATEMENT

Members of NACRC are not generally reimbursed for any travel expenses incurred for attending NACRC meetings due to the limited funds to support travel. There are provisions, however, for reimbursement of travel expenses if attending meetings on behalf of NACRC business, or if approved by the president and the treasurer.

II. PURPOSE

The intent of the policy is to ensure that NACRC members are aware that funds to support travel are limited and it is necessary that clear and unambiguous reimbursement and expenditure guidelines be in place **before** funds are committed or expenses incurred. It is also critical that all board members and committee co-chairs traveling on NACRC business understand the compliance requirements established by NACRC.

- To provide definitions for reimbursement of legitimate and necessary travel/business expenses in general conformance with Internal Revenue Service requirements.
- To provide written guidelines for all NACRC members who incur, authorize and/or approve travel/business expenses.
- To provide procedures for the equitable and timely processing of travel/business expense reimbursements.
- To provide uniform instructions for the reporting and documentation of travel/business expenses.

III. NACRC EXPECTATION

NACRC board members and committee co-chairs are currently expected to attend three meetings each year: the Legislative Conference (typically held in March), the Annual Conference (typically held in July), and the Fall Board Strategic Planning and Committee Meeting (typically held in September).

It is expected that board members and committee co-chairs should be able to plan for attendance at these meetings and that they will not be reimbursed for travel expenses or registration fees – especially if their organization is covering their expenses.

The waiver of any registration costs and requests for travel assistance must be approved by the president and the treasurer.

If an unplanned or unexpected meeting needs to be scheduled, the board will make a conscious decision on the use of its resources to make attendance possible for as many NACRC board members and committee co-chairs as needed to attend the meeting.

IV. TO WHOM THIS POLICY APPLIES

- Individuals traveling on NACRC business, regardless of the source of funds.
- Individuals who make NACRC travel arrangements for themselves or for others.
- Individuals who review, approve, process or record travel documentation.

V. RESPONSIBILITY

The president, or the president's designee, is responsible for assuring that:

- Budgeted funds are available to meet all travel commitments.
- Proper authorization for travel is obtained **before** any commitments are made.
- Any travel expenditure over \$25 is supported by a detailed receipt.
- The potential benefits of the trip justify its time and expense after considering more cost effective alternatives (such as teleconferencing).

VI. REIMBURSABLE EXPENSES

- Transportation expenses
- Ground transportation
- Meal expenses
- Lodging expenses
- Conference attendance fees

Other expenses or exceptions must be pre-approved by the NACRC president or the president's designee with input from the NACRC treasurer.

Travel Advance

Application for a travel advance shall be submitted in writing to the president or designee at least one month prior to the departure date. Applications for a travel advance shall be accompanied by an agenda, when applicable.

If travel advance received is not used for the intended purpose, it must be reimbursed to NACRC within 45 days. If not reimbursed by the NACRC member within 45 days, future advances will be disallowed.

VII. TRAVEL AUTHORIZATION

A. Obtaining Authorization

All expense reimbursements or direct payments must be approved by the president or the president's designee before the expense is encountered. Please allow 30 days before encountering expenses for your request to be approved.

Requests for approval of expenses must be submitted to the president or the president's designee using the NACRC Estimate of Expenses

form. The form is available from the NACRC executive director and also may be downloaded from the NACRC website.

Upon review of the request and either approval or disapproval of the request, the president or the president's designee will notify the requestor and the NACRC executive director of the status.

B. Spouse/Companion/Family Travel

NACRC payment of spouse/companion/family travel expenses is disallowed, unless for preapproved medical reasons.

C. Combining NACRC Business Travel with Other Travel

NACRC will only reimburse the business portion of a trip when that trip is combined with personal vacation travel. Only receipts from the business portion of the trip must be submitted.

D. Payment of Expenses

The requestor must submit the NACRC Expense Report form by completing the actual expense column and attaching copies or scanned images of all receipts within 45 days of the expense actually being incurred.

The form and supporting receipts are to be submitted to the association's management company. Upon receipt of the supporting receipts and verification that all claimed expenses have been substantiated; the NACRC executive director shall make payment to the requestor.

VIII. AIR TRAVEL

A. Reservations and Class of Service

NACRC covers the cost of the lower of the following:

- Air travel based on coach class 14 day advanced ticket purchase booked through the conference's preferred carrier
- Actual air travel expense encountered by requestor (only if the expense to NACRC is less than that allowable).

Any upgrades or enhancements are personal expenditures and will not be paid for by NACRC. In such circumstances, the cost of a coach ticket **(with all available discounts applied)** for the same trip should be determined, and substantiation printed. That documentation should be submitted with the receipt for the actual ticket and NACRC will cover the cost of the coach ticket. Unless it is impossible to do so, advanced-purchase-discount tickets should be purchased. In each case, every effort must be made to obtain the lowest fare possible.

B. Travel Advisories

In general, no NACRC member should travel, on NACRC business, to locations for which the State Department has issued a travel advisory.

C. Ground Transportation to and from Airports/Stations

The most economical mode of transportation to and from airports/stations should be used. Ground transportation should be shared whenever possible and public transportation used if available.

IX. RENTAL VEHICLES

A. Guidelines

The use of rental cars is authorized when their use is more time or cost-effective than airline or rail-travel, or when other modes of transportation are not available.

When traveling by air or rail, a car may be rented when the destination is reached only if doing so would be less expensive than the combined business purpose cost of taxis, buses or limousines used during one's stay.

At all times, individuals should rent the most economical class size of car for the number of people traveling. Any upgrades or enhancements are personal expenditures and will not be paid for by NACRC. In such circumstances, the cost of the most economical rental for the same trip should be determined, and substantiation printed. That documentation should be submitted with the receipt for the actual rental and NACRC will cover the base rate.

When combining NACRC and personal travel, NACRC will cover the cost of a rental car based on percentage NACRC use and the appropriate size for the member's NACRC travel.

NACRC's general liability insurance does not cover rental car insurance.

B. Rental Car Accidents

Should a rental car accident occur, immediately contact:

- The rental car company, in accordance with the rental contract
- Local authorities, as required
- Your personal insurance company

X. PERSONAL VEHICLES

A. Guidelines

When travel by private automobile is chosen over commercial transportation in order to save time, to transport equipment, or to reduce costs when a number of people are traveling together to the same destination, reimbursement to the driver is made on the basis of miles traveled. The mileage submitted for reimbursement must be

documented. The reimbursement rate is set at the Internal Revenue Service's allowable reimbursement rate in effect at the time of the travel.

When travel by private automobile is for the convenience of the traveler, reimbursement is not to exceed the cost (or sum of the costs for more than one traveler) of round-trip coach airfare, plus the reasonable costs of ground transportation.

The IRS mileage allowance covers all operating costs of the vehicle (including insurance); therefore no other vehicle expense reimbursements will be made. However, tolls and fees such as: ferry, bridge, tunnel, road and parking charges will be reimbursed if duly noted in the daily travel-mileage log. **Under no circumstances will fees for any kind of traffic/parking violation be reimbursed.**

NACRC's general liability insurance does not cover personal car insurance.

B. Reimbursement Rates for Local Usage of Personal Vehicle

Personal vehicle mileage reimbursement from the requestor's home area to the conference hotel and back will be reimbursed at the prevailing IRS mileage reimbursement rate.

Parking expenses incurred while conducting NACRC business will be reimbursed at cost, on an occasion-by-occasion basis.

XI. OTHER MODES OF TRAVEL

Other modes of travel such as train, boat, etc. shall be reimbursable based upon standard coach class accommodations or equivalent as determined by the NACRC President or the Presidents designee.

XII. LODGING

A. Making Hotel Reservations

Lodging expenses at the established conference rate for a single, regular (non-suite) room.

B. Cancellation Procedures

It is the responsibility of the traveler to cancel any room reservation s/he will not be using. A record of the cancellation number should be kept, in case of billing disputes.

Note: Cancellation time deadlines are based on the location of the property (e.g., Pacific Standard Time when the property is in California). Cancellation fees may apply.

Caution: If a NACRC member fails to cancel a reservation in a timely fashion, s/he may be held responsible for any cancellation fees. A written explanation for any failure to cancel must be filed.

XIII. TELEPHONE/INTERNET USAGE

A. Business Calls

While traveling on NACRC business, reasonable business phone calls will be reimbursed. In addition, reasonable calls made to one's primary residence will also be reimbursed.

B. Hotel Telephone Usage

To minimize the additional charges added by hotels for room-telephone usage, a calling card, credit card or public phone should be used whenever possible.

C. Cellular Telephone Reimbursement

Reimbursement will be made for reasonable and necessary business calls made on cellular phones. A copy of the actual telephone bill will be required as support documentation.

D. Internet Usage

Reimbursement for Internet access fees will be reimbursed. Complimentary Internet access should be used whenever possible.

XIV. MEALS

A. Personal Meals

Meal expenses commensurate with the location.

When lodging is required, reasonable personal meal expenses (excluding alcohol) are reimbursed, at actual cost including gratuities. Fiscal prudence and common sense should be used. Expenditures determined to be "lavish" will not be reimbursed.

Individual meal limits are applied when a person is away for less than a whole day and does not incur a cost for three meals as a result of the travel's brevity, or to meals not covered whenever a registration fee, seminar cost, etc. does include specific meals.

B. Business/Entertainment Meals

Business meals (Defined as a NACRC member paying for someone else's meal, while they are conducting NACRC business) or entertainment will be reimbursed when supported by an approved expense report. Detailed restaurant/entertainment receipts (as opposed to stub-receipts) must be submitted for expenses over \$25, accompanied by an expense report that includes the: date, name of the establishment, nature of business conducted and names and business affiliations of all present. Fiscal prudence and common sense

should be used. Expenditures determined to be "lavish" will not be reimbursed.

In general, members should not use their budgets to entertain or pay for the meal expenses of other NACRC members.

In general, the cost of meals will not be reimbursed if the meal is already provided and paid for as part of conference/seminar registration fees.

XV. MISCELLANEOUS TRAVEL EXPENSES

A. Allowed Miscellaneous Travel Expenses:

- Air freight for business purposes
- Overnight delivery/postage
- Faxes
- Gasoline for rental cars
- Laundry/dry cleaning for trips exceeding five business days

Caution: This list is intended to be representative, not comprehensive.

C. Guidelines for Tips and Gratuities

Tipping a porter, bellhop, chamber person, waiter, or valet should be based on the quality of service rendered. NACRC will reimburse reasonable gratuities. The following are suggested guidelines:

- Airport porters: \$1-2/bag
- Hotel bellhop: \$1-2/bag
- Chambermaids: \$3/night and \$1 for special services (extra towels, hangers, etc.)
- Valet: \$2-3
- Restaurant Wait Staff: 18-22%
- Taxi Drivers: 15%

B. Disallowed Miscellaneous Travel Expenses:

- Airline club membership dues
- Barbers and hairdressers
- Car washes
- Child/elder care expenses
- Clothing
- Credit card delinquency fees
- Health club, sauna or massage fees
- In-flight telephone charges
- In-flight cash bar
- In-flight or in-house movies
- Pet care fees while on travel status
- Lost baggage

- Mini-bar refreshments (Note: Mini-bar refreshments eaten instead of a meal may be covered as one of the day's meals. Prudence and common sense should be used.)
- Shoe shines
- Souvenirs/personal gifts
- Tobacco products

Caution: This list is intended to be representative, not comprehensive.

XVI. MISUSE OF NACRC TRAVEL POLICY

Misuse of the NACRC Travel Policy will not be tolerated and shall be grounds for criminal or civil liability.

This policy will be reviewed annually.