



NACAC EXPENSE REIMBURSEMENT POLICY
Financial Policies and Procedures Manual, Section 9.
Updated November 2009

REIMBURSEMENT OF EXPENSES

- a) General: To assist the association in complying with all accounting and Internal Revenue Service rules and regulations dealing with the reimbursement of expenses and in the interest of fiscal responsibility, all reimbursable expenses shall be reasonable and necessary and shall be supported with documentation and receipts. All reasonable and necessary costs incurred in the performance of association business, including staff, officer, leader, and committee member roles, are the responsibility of the association and will be paid according to the guidelines presented in this policy.

NACAC requires that reimbursement requests be submitted to the national office within 30 days of the last day of the travel activity.

Not all expenses are reimbursable for all programs. See the table below.

- b) Transportation
- i) Travelers may submit requests to NACAC for reimbursement once travel is booked and need not wait until the travel is completed. Proof of purchase is required, which can be the airline's confirmation record to include the travel itinerary, date of purchase, ticket price and form of payment. Travel advances are available from NACAC. Travelers with questions should contact the person on staff at NACAC responsible for coordinating the event being attended.
 - ii) Air Transportation: Travelers are responsible for making their own reservations and are requested to book the lowest available roundtrip coach airfare that offers a reasonable travel experience. Cancellations or penalties assessed for ticket exchanges are not eligible for reimbursement and are the sole responsibility of the traveler unless due to unanticipated changes to NACAC's program schedule. Reimbursement requests for canceled travel due to a family or similar emergency must be made in writing. Airfares in excess of \$500 per ticket and any exceptions to these policies require the prior written consent of NACAC's chief executive officer or deputy executive director.

- iii) **Baggage:** Reimbursement for the fee for one checked bag will be allowed to and from the event. Fees for oversized and/or overweight luggage are not reimbursable except when the fee is the result of a carrying materials required for your participation in a NACAC event.
- iv) **Ground Transportation:** Travelers should use complimentary hotel shuttles, flat-rate airport shuttle services, or public transit when possible. Taxis or economical chauffeur services will be reimbursed if other forms of ground transportation are not available or practical.
- v) **Other Modes of Transportation:** Travel by train or bus will be reimbursed for the face value of the ticket and, if traveling by car, NACAC will reimburse individuals according to the current IRS mileage guidelines. The level of reimbursement associated with these alternative modes of transportation should not exceed the amount of the lowest available round trip coach airfare to and from the same site. Any automobile rental requests require the prior approval of the chief executive officer or deputy executive director.
- vi) **Lodging:** NACAC contracts with full-service hotels and will pay the negotiated rate for accommodations at contracted hotels. NACAC does not reimburse charges for pay-per-view movies, dry-cleaning (except in rare instances of extended travel), high-speed Internet connectivity, or other premium in-room services. Use of room service or mini-bars inside the room is subject to the meals and snacks reimbursement allowance. Telephone calls made from the room concerning association business are reimbursable, but travelers are encouraged to use the most economical means of available electronic communication. Travelers should avoid making direct or operator-assisted long distance calls from hotels.
- vii) **Meals and snacks:** The reimbursement allowance for meals and snacks (food and beverage), may not exceed \$75 per day, including tax and tips, based on a guideline of \$10 for breakfast, \$15 for lunch, and \$50 for dinner. The costs of snacks are also reimbursable and are considered within this daily limit. Snacks should be of reasonable cost and quantity. Tips should not exceed 20 percent. NACAC will pay the meal expenses of only approved travelers. All requests for reimbursement should include itemized receipts.
- viii) **Miscellaneous Travel Expenses:** Reimbursement for incidentals would typically involve parking (at non-valet rates where self-park is an option), commuter tolls, and tips for baggage handlers, housekeeping and other service personnel.
- ix) **Reimbursement Table by Leadership Groups and Programs.** Required participation in and continuation of programs and meetings can be subject to the discretion of the NACAC Board of Directors.

Program	Transportation	Lodging	Meals and Snacks that are not provided as part of the program	Registration Fees
National Committee Chairs and Committee Members				
Committee Meetings	Yes	Yes, as participation in meeting requires	Yes	N/A
National Conference	No	No	No	No
National Committee Chairs				
Chair Training	Yes	Yes	Yes	N/A
National Conference	No	No	No	Complimentary registration provided if required to attend Assembly Meeting(s)
Assembly Delegates				
National Conference	No	No	No	Complimentary Registration Provided
Affiliate Presidents and Presidents-elect				
Legislative Conference	Yes	No	No	No
Leadership Development Institute	Yes	No	No	No
Spring Meeting and Training	Yes	No	No	No
Affiliate Past Presidents				
Leadership Development Institute	Yes	No	No	No
Presidents' Council Committee Members				
Grants Committee	Yes	Yes, as participation in meeting	No	N/A

		requires		
Rising Star Award Committee	Yes	Yes, as participation in meeting requires	No	N/A
Affiliate Government Relations Chairs				
Legislative Conference	50%	50%	Yes, 50%	No