



NACAC EXPENSE REIMBURSEMENT POLICY
Financial Policies and Procedures Manual, Section 12
Approved by the Board of Directors on February 26, 2016

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 greater than \$25. ***Receipts for expenses under \$25 are not required.*** 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. Not all expenses are reimbursable for all programs. See the table below on Page 3.

NACAC requires that reimbursement requests be submitted to the national office within 30 days of the last day of the travel activity. Travel advances are available from NACAC. Travelers with questions should contact the person on staff at NACAC responsible for coordinating the event being attended.

Air Transportation

NACAC utilizes the services of MacNair Travel Management to book all air and rail transportation. Travelers are responsible for making their own reservations through MacNair's online system. To do so, each traveler must set up a travel profile in the MacNair system no less than three (3) business days prior to booking travel in order to be authorized for travel. Once the profile is confirmed, travelers must use MacNair's online booking tool, MacNairport, for all reservations. Travel should be booked 21 days in advance of departure. Should a trip be complex, travelers may contact NACAC's designated Account Services Manager, Ms. Deborah Willis at 703/650-5284 or Travel Leadership Consultant, Odie Robinson at, 703 650-5282 for assistance. **For 24 hour service, please call 1-855-845-8639.**

Travelers are required to book the lowest available roundtrip coach airfare that offers a reasonable travel experience ("reasonable travel experience" is defined by the association as one in which the traveler is not burdened with extremely early departure or late arrival times and one in which the traveler is departing from or arriving to a convenient airport).

To ensure a reasonable travel experience, NACAC will permit a \$150 allowance on the lowest available roundtrip coach ticket cost, meaning the total cost of a ticket may exceed by \$150 the lowest coach ticket available if the traveler's experience is enhanced by a more expensive flight. The \$150 allowance does not justify a traveler booking a "preferred" airline to ensure frequent flyer miles or benefits such as free bag check. Airfares in excess of \$600

per ticket and any exceptions to these policies require the prior written consent of NACAC's chief executive officer or deputy chief executive officer.

Travelers will be responsible for any additional charges (airfare, penalties, service fees) resulting from voluntary changes (i.e., those resulting from personal needs, rather than changes in NACAC's program schedule). Travelers will be expected to reimburse NACAC for any wholly unused, nonrefundable tickets that result from voluntary changes on the part of the traveler.

Baggage

Reimbursement of the fee for one checked bag will be allowed to and from the event.

Ground Transportation

Travelers should use complimentary hotel shuttles, flat-rate airport shuttle services or public transit when practical. Taxis or economical chauffeur services will be reimbursed if other forms of ground transportation are not available or practical. Automobile rental requests require the prior approval of the chief executive officer or deputy chief executive officer.

Other Modes of Transportation

Travel by 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.

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) 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. NACAC strongly encourages travelers to avoid making direct or operator-assisted long distance calls from hotels.

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. All requests for reimbursement must include itemized receipts greater than \$25 (defined as a receipt showing the actual costs of each meal and beverage).

If multiple individuals are included on one bill, a complete list of diners must be submitted on the receipt.

Miscellaneous Travel Expenses

Reimbursements for incidentals 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. NACAC will also reimburse fees for VISA's required for entrance to the United States.

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.

<i>Program</i>	<i>Transportation</i>	<i>Lodging</i>	<i>Meals and Snacks that are not provided as part of the program</i>	<i>Registration Fees</i>
National Committee Chairs and Committee Members				
Committee Meetings (not including National Conference)	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 (Yes for Governance/ Nominating Committee Chair)	No	No	No
Assembly Delegates				
National Conference	No	No	No	Complimentary Registration Provided
Affiliate Presidents and Presidents-elect**				
National Conference	No	No	No	No (unless they are delegates)
Leadership Development Institute	Yes	No	No	No
Winter - Spring Meeting and Training	Yes	No	No	No
Affiliate Past Presidents				
Leadership Development Institute	Yes	No	No	No
Winter - Spring Meeting and Training	No	No	No	No
Presidents' Council Committee Members				
Grants Committee	Yes	Yes, as participation in meeting requires	No	N/A
Rising Star Award Committee	Yes	Yes, as participation in meeting requires	No	N/A

**It is strongly expected that the affiliate reimburse for expenses not covered by NACAC (LDI & Winter Meeting).