

APPENDIX T TRAVEL REIMBURSEMENT POLICY

The purpose of the Travel Reimbursement Policy is to reimburse association members for authorized travel not to exceed actual and necessary expenses. As a matter of convenience, the National Center Travel Expense Voucher will be used by NACM members wishing to be reimbursed by NACM for pre-authorized travel expenses. The form should be completed and sent to the National Center Association Services. The policy for NACM is stated below, and is not necessarily the same information as appears on the back of the Voucher, since that applies to Center staff. (NCSC's Travel Reimbursement Form is available as a spreadsheet. Contact Association Services for a copy).

1. ***Travel Voucher***

Travel vouchers should be completed by each person incurring expenses in a travel status upon completion of a trip. Care should be given to include any prepaid travel expenses, such as airfare paid directly by NACM, on the travel vouchers as prepaid airfare and a prepaid ticket.

Please take care to ensure the travel voucher forms are complete, specifically including:

- All required information on the forms such as the dates and times of departures, dates and times of arrival;
- *Original* invoices or receipts;
- Signature of the person incurring the expense

Receipts Required

Receipts are required for lodging, airfare, transportation via other common carriers, cars, airport, parking, registration fees, taxi/limousine fares, and other travel related expenses, with the exception of meals.

2. ***Accommodations:***

Members will be reimbursed for the actual cost of hotel rooms at a rate equal to the standard single room rate. If a member wishes to bring their spouse or guests or stay in a more expensive suite, they will personally bear the difference in cost. No telephone expenses, room service charges, meals charged to the room or tips will be reimbursed. Original Hotel bills should be attached to the travel claim.

3. ***Meals and Incidental Expenses (M&IE)***

Payment for meals and incidental expenses (M&IE) does not require receipts. The overall guidelines are as follows:

Reimbursement for meals and incidental expenses on all business related travel will be reimbursed at the rates specified by location in the Federal Travel Regulations (FTR), which can be accessed on the internet at the web site that follows, unless otherwise specified by provisions of the funding agency. If a specific location is not listed, the standard rate listed in the FTR will be reimbursed.

www.gsa.gov/perdiem

- 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.
- Incidentals include: Fees and tips related to travel given to porters, baggage carriers, bellhops, and hotel maids.

4. Airfare

Since meetings are usually planned for in advance, supersaver rates and other special fares should be used whenever possible. (reference usage of NCSC travel agency here?) If a member wishes to fly in more expensive classes other than coach, he or she will bear the difference in cost even if no other class is available for the selected flight. Original airline receipt should be attached to the travel claim.

5. Ground Transportation:

Taxi fares to and from airports will be reimbursed at the Limo rate. It usually takes three persons in a taxi to match the Limo rate. If a member wishes to take a taxi, they should only claim the Limo rate. Original receipts should be attached to the travel claim.

6. Rental and Privately Owned Vehicles:

Rental and privately owned vehicles should not be used unless it can be shown they are less expensive than other forms of travel. For example, it may be less expensive to fly to Washington, D.C. and drive a rental car to Williamsburg than to fly direct. 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 provided by the National Center for State Courts or (2) equivalent costs of performing the travel by the use of scheduled commercial air carriers.

7. Other Meetings:

Travel expenses for other NACM business may be justified on other basis due to the nature of the business.

8. Midyear Board Meeting/Conference - Board Member Travel Reimbursement - Board Members are reimbursed for attendance at the Midyear Board Meeting and Conference (All reimbursements for the Midyear Conference will be based on funding availability)

Annual Board Meeting/Conference: Directors are expected to attend the Annual Board Meeting and Conference at their own expense. Officers are reimbursed for attendance at the Annual Board Meeting and Conference. Any individual Board Member with extreme hardship may put in a request to the President for exception. The President shall present the request for confirmation to the Board (naming only the hardship, not the individual); taking into account only one request per individual while serving on the Board.

NATIONAL ASSOCIATION FOR COURT MANAGEMENT

OFFICERS RETREAT AND BOARD OF DIRECTORS MEETING

TRAVEL VOUCHER PREPARATION INSTRUCTIONS PLEASE PROVIDE ALL RECEIPTS EXCEPT FOR MEALS

Please refer to the travel voucher when reading these instructions.

1. **Name and Address:** Please use complete name and address. Your reimbursement will be mailed to the address you enter.
2. **Itinerary and Purpose:** Please complete the time and date you began traveling to the meeting and what time you arrived at the hotel. You also need to indicate the time and date you left the meeting and what time you arrived at home. Your meal per diem will be based upon your departure and arrival times. You must be in travel status for 12 hours or more to qualify for the entire per diem allotted per day. If you do not meet this qualification, your daily per diem will be reduced to 75%.
3. **Day of Week/Date:** Enter the days and dates included in your travel schedule.
4. **Meals:** A breakdown for daily meal reimbursement is indicated below. You can claim \$46 per day for travel days of Thursday or Friday and Sunday. On Friday all meals will be provided for officers and on Saturday all meals will be provided for board members. Please note on #2 above, if you are not in travel status for 12 hours or more, the rate below will be reduced accordingly.

Total Per Diem	Breakfast	Lunch	Dinner	Incidentals
\$46	\$9	\$11	\$24	\$2

5. **Lodging & Prepaid Lodging:** Both of these lines can be left blank. A master bill will cover your allowable room and tax charges. Incidental expenses (e.g., phone calls, room service, etc.) in excess of the M&IE cannot be claimed on the travel voucher and will be the responsibility of the individual.
6. **Car Rental/Gas:** Reimbursement for car rental is not approved for this meeting.
7. **Parking & Toll:** Record airport parking expenses and any tolls incurred. Original receipts for these expenses must be attached to the travel voucher.
8. **Plane/Train/Bus:** If you **did not** arrange for a prepaid airline ticket through our travel agency, Conventions-in-America, record the total cost of your airline ticket in this field. The original ticket receipt must be attached to this travel voucher.

(Continued on back side)

SAMPLE
DETAILED INSTRUCTIONS FOR COMPLETING TRAVEL VOUCHER FOR A BOARD MEETING

9. **Prepaid Airfare:** If you arranged for a prepaid airline ticket through our travel agency, Conventions-in-America, leave this field blank, as we have already accounted for your airline ticket expense. Please attach an airline receipt with the total amount of the ticket.
10. **Bus/Taxi To/From Airport/Hotel:** Record expenses for taxi/shuttle service to/from the airport and/or hotel. Original receipts for all transportation expenses must be attached to the travel voucher. A courtesy shuttle will be provided by the Hilton Hotel at the DFW Airport.
11. **Personal Auto:** You can be reimbursed for mileage (\$0.36 per mile) for driving to the meeting only if the cost to drive is equal to or less than the cost of an airline ticket. If you are requesting mileage reimbursement, please also note the total mileage in the space provided near the bottom of the voucher, #2.
12. **Business Phone:** Not covered.
13. **Other:** Not covered.
14. **Subtotals:** Add columns and rows separately to determine total amount allowable for reimbursement. List total in last column as noted.
15. **Grand Totals:** Enter grand total of allowable expenses.
16. **Net Reimbursable:** List net reimbursable (less cash advance and less prepaids are both blank).
17. **Sign and date:** Please do not forget to sign the voucher under "Claimant's Signature." Vouchers that are not signed will be returned for signature.
18. **Return the signed voucher along with original receipts to:**

Linda Perkins
National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23185

If you have any questions please feel free to contact Linda Perkins at (757) 259-1841.