

NASBA

Travel and Related Expenses Reimbursement Policy

November 30, 2011

Purpose

To provide reimbursement guidelines with regard to meals, entertainment, and other expenses related to travel on behalf of NASBA.

Scope

All officers and directors of NASBA and all members of NASBA's boards and committees are urged to participate fully in the work of NASBA. Expenses incurred in doing so may qualify for reimbursement by NASBA; however, the NASBA board has determined that reimbursement must be limited to those for whom both a lack of reimbursement would constitute a burden and reimbursement is not available from any other source. If, subsequent to reimbursement by NASBA, the individual is reimbursed fully or in part by a third party, NASBA must receive a repayment of such amounts paid to the individual.

Policy

Generally, reimbursement is confined solely to travel costs incurred in attending previously approved meetings of boards, committees and task forces. The costs of attending conferences, annual and regional meetings, etc. generally are not subject to reimbursement unless NASBA has previously agreed to provide support for the individual's attendance (e.g., in the case of sponsorships to state boards).

For example, a committee or task force member attending a previously approved committee or task force meeting immediately preceding or following a conference, annual or regional meeting may be reimbursed for travel costs directly related to attending the committee or task force meeting but may not be reimbursed for any additional expenses incurred by virtue of his or her participation in any of the activities relating to the conference, annual or regional meeting.

Air Travel

Reimbursement may be requested for travel by economy or coach class airfare. NASBA generally does not reimburse first-class travel, air travel upgrades, change fees or excess baggage fees. NASBA reserves the right to reimburse less than the actual expense in cases where the costs of air travel are deemed excessive considering the facts and circumstances (e.g., waiting to buy tickets until just before flight).

Land Travel

Reimbursement may be requested for personal auto usage in accordance with current IRS guidelines regarding mileage reimbursement rates. Car rental, if appropriate to the circumstances, is also reimbursable. Luxury, premium, or convertible classes of rental cars will be reimbursed only to the extent of a standard class rate to be determined by NASBA. Tolls, parking, and costs of local transportation, such as a taxi, bus, or car and driver to or from an airport, are reimbursable.

Lodging, Meals and Other Travel Expenses

Reimbursement may also be requested for costs of lodging (including taxes, tariffs or other mandatory hotel fees), hotel parking, meals (in room purchases (e.g., from mini-bar) are typically not reimbursable), reasonable gratuities for baggage handling or other assistance, and direct out-of-pocket expenses incurred on behalf of NASBA, such as internet access, telephone and fax charges, express mail, and supplies. Meals

and (or) entertainment expenses in excess of \$75.00 must be accompanied by an original receipt and must include a list of all participating individuals. (See below for Page 2 reporting requirements.)

Spouses and guests who take part in *certain* NASBA sponsored business meals will not be charged (e.g., the Board of Directors dinners the night preceding, and the night of, the Friday board meeting, and the related breakfasts, including Saturday breakfast). The prorated cost of other group dinners in which a spouse or guest participates will be charged back to the member.

Non-reimbursable travel expenses include personal expenses and unrelated business expenses.

Administrative Procedure

Requests for reimbursement must be submitted on the appropriate form(s) with supporting documentation. These forms can be located on the NASBA website under **Meetings & Events**. Original receipts are required. Facsimile receipts will be considered on a case by case basis. Page 2 of the form is required for details of the business purpose and participants in meals and/or entertainment expenses related to groups.

Forms should be sent to:

**NASBA Exp/Reim
150 Fourth Avenue North
7th Floor
Nashville, TN 37219-2417.**

Reimbursements will be mailed within two weeks of receipt unless additional investigation or supporting documentation is required.