

NCCRA Reimbursement Policy for Official NCCRA Business

I. PURPOSE

 This policy exists to provide guidelines concerning reimbursement by the NCCRA members who are required to travel for various association duties.

II. POLICY

 The NCCRA reimburses board members or designees for reasonable and necessary expenses incurred in connection with business related travel associated with NCCRA activity. The extent of travel expenditures is subject to the association’s operating budget. Accordingly, the board of directors is responsible for planning and controlling appropriate travel expenditures.

III. ALLOWABLE EXPENSES

 a. Travel

i. Only the cost of coach class air transportation is reimbursed, unless first class is the only option with travel arrangements made in a timely manner.

 ii. Automobile expenses are reimbursed at the standard IRS mileage

rate for business travel. Persons traveling by automobile for their own convenience, when air travel would be more economical, are reimbursed only for the expenses which would have been incurred had coach air transportation been used.

 iii. Expense for rental cars is not usually reimbursed, unless clearly indicated by the nature of the trip or lack of public transportation. Board members should clearly indicate this ahead of making travel arrangements.

 iv. Reimbursement for toll and parking fees must be supported with receipts.

 v. Board members who are unable to use accommodations which have been reserved for them are responsible for canceling reservations within time limits specified. Failure to do so could result in becoming personally responsible for the charges incurred with reservations made.

 b. Lodging

 i. The NCCRA will pay for actual lodging not to exceed the single-room rate for the hotel

 c. Food

 i. Actual costs, including tips will be reimbursed with receipts submitted. The NCCRA requests good judgment be made when selecting meal choices. A limit of $50 per day will be allowed. Alcohol is not reimbursable.

IV. TRAVEL REQUEST

 a. The board member should provide all receipts within 30 days of completion of travel for reimbursement to process.

 b. All expenses must be clearly identified and original receipts submitted to the NCCRA Executive Director. Failure to provide receipts will result in expenses not being reimbursed.