**NCDA Travel Policy**

**Airline Tickets:** Utilizing [Routespring](https://book.routespring.com), log in to book your airline tickets at least 30-days in advance of travel, using the logistics information provided by Headquarters. The cost will be billed to NCDA.

**Hotel Reservations:** NCDA will make hotel reservations in advance and post the charges to a master account. NCDA will also provide information on reimbursable costs, location, etc. Board members will be responsible for incidental charges only. If you require additional nights at the hotel or need to make changes to your reservation, please contact the staff (Mary Ann). The additional costs will be your responsibility.

**Per Diem:** NCDA will provide a Travel Template for your use to submit per diem and other expenses for reimbursement. The Travel Template is always available on the [NCDA Board Page](http://www.ncda.org/board_only). Per diem isreimbursed at $70 per day for participants of NCDA’s activities. This amount is divided into $17.00 for breakfast, $18.00 for lunch and $35.00 for dinner. Participants must submit for the allowable meals, based in the travel itinerary. **No receipts are required for meals.** When a meal is provided by NCDA, participants should not submit for the per diem for that meal.

**Rental Cars:** NCDA does NOT reimburse the cost of rental cars, unless it is financially beneficial due to the location of travel. If you decide to rent a car, you will be responsible for the charges. If transportation is a challenge, please seek advance approval from the Treasurer before renting a car.

**Airport Transportation:** The cost of roundtrip shuttle transportation is reimbursable through NCDA. In advance of the travel, NCDA will provide information on shuttle costs and allowable expenses on the logistics form.

**Mileage:** NCDA does reimburse roundtrip mileage from the participant’s home to the airport. The rate is based on the prevailing IRS mileage rate. If a participant is driving to the event, reimbursement may be submitted for the mileage up to the cost of a roundtrip ticket, whichever is cheaper.

**Parking:** Parking fees at the home airport and parking fees for participants who drive are allowable charges. Please submit receipts with the travel form.

**Miscellaneous Charges:** Other charges directly related to the cost of the travel are reimbursable. Charges such as tips, copies, tolls, etc. would be covered under this section.

**International Board Members:** NCDA will reimburse airfare based on the most expensive domestic member’s fare. The difference will be the International Board Member’s responsibility.

From the Policy and Procedures Manual:

**Board Travel and Reimbursement**

Members of the board shall be reimbursed according to the established NCDA board per diem and travel schedule when attending scheduled board meetings. All claims will be submitted on an approved travel template per the logistics that are sent before each meeting. The completed template shall be sent electronically to both the treasurer and to Headquarters. A signed copy with all necessary receipts and related documentation should be mailed, faxed, or e-mailed to Headquarters. The treasurer will then authorize such payments and Headquarters will issue the reimbursement check. The Board will be reimbursed for travel to Board meetings as specified by the NCDA Treasurer. Expenses to be reimbursed must be submitted within 60 days of the time that the expenses were incurred. Failure to do so will result in non-payments. Appeals to this policy may be made to the Executive Committee. The following are guidelines pertinent to reimbursement of board members for travel and per diem to meetings or meetings of the board, excluding meetings at the national convention.

1. Room at meeting hotel will be covered in full.
2. Travel will be reimbursed at the lowest available domestic, economy/coach airfare at least 45 days in advance unless approved in writing by the treasurer. For international board members, NCDA will cover airfare to/from the city of US origin to the meeting site. International airfare is the board member(s)’ responsibility from his/her home base to the nearest entry city into the US. International airfare should be book at least 90 days prior to the scheduled meeting when possible.
3. Ground transportation cost will be honored upon presentation of receipt.
4. Meals will be reimbursed in accordance with the current NCDA per diem rate.
5. Miscellaneous expenses (e.g., copying, shipping, etc.) will be reimbursed upon presentation of receipts. These expenses need to be authorized in advance by the president if they exceed $25.
6. Mileage will be reimbursed in accordance with the prevailing federal rate – reviewed on October 1 each year annually.
7. Board members may drive personal vehicles to board meetings. Reimbursement is based on the actual mileage rate OR the lowest available 30-day advance economy airfare rate, whichever is lower. The board member is responsible for utilizing Routespring to book all airfare.

Board members’ travel plus hotel and per diem expenses will be paid for conference meetings, as outlined annually by the treasurer. An average of each trip’s expenses will be projected and included in the budget each year.

Domestic travel expenses will be covered by the association. International board members (if applicable) will be responsible for the difference between domestic and international travel expenses.