

**NATIONAL ASSOCIATION OF EXTENSION 4-H AGENTS, INC.
TRAVEL POLICY REVISED AS**

OF NOVEMBER 19, 2015

A. Policy:

- (1) National Association of Extension 4-H Agents (NAE4-HA or Association) will reimburse any authorized traveler for reasonable expenses incurred when performing official Association business requires travel and results in travel related expenses and/or expenses for entertainment on behalf of the Association; provided such traveler strictly adheres to the Association's travel related procedures as set forth below.
- (2) When traveling by car on Association business, the traveler shall not rent the car in the name of NAE4-HA. NAE4-HA does not provide coverage for damage to the rented vehicle or injuries suffered by NAE4-HA members or officers.
- (3) Cars may be used for travel on Association business using the members' or officer's resources and insurance. Reimbursement for mileage will be made at **the current *Federal IRS approved per diem rate.***

B. Procedures:

- (1) Transportation:
 - Members should use best judgment in traveling at least expense (cost-saving) to NAE4-HA. Typically less expensive airfares are those that are purchased well in advance (at least two months) of the necessary travel. When the member purchases a less expensive fare and submits the required paperwork, NAE4-HA will reimburse the traveler for that airfare prior to the conference to lessen the burden on the traveler and to avoid late fee charges to the traveler. In the event the traveler is unable complete the travel that has already been reimbursed to them by NAE4-HA the traveler will repay the amount of the airfare to NAE4-HA.
 - Travel will normally be by common carrier (air, rail or bus) following the most direct route and at the tourist or coach rate unless such an accommodation is unavailable. Automobile rental may be utilized when it is advantageous to the conduct of official Association business. See paragraphs A(2) and A(3) for policy regarding rental of automobiles.
 - Travel arrangements are to be made directly by the traveler at least expense (cost-saving) to NAE4-HA unless otherwise notified. The Association will pay no expenses incurred by a traveler because of a stopover or an indirect route selected by him/her for purposes other than official business. The amount of any payments to be made by the Association for a traveler's travel expenses will be determined on the basis of uninterrupted travel by a practical, direct, normally-traveled route.
 - Travelers have permission to purchase the basic insurance package for airline tickets in case of emergency or weather situations hampering the expected travel.
 - When using the Internet, travelers must use the best available fare via the most direct route. Although non-stop flights are not prohibited, travelers making arrangements via the Internet are reminded that "non-direct" flights (that is, routing including one or more stops) will routinely be significantly less expensive.

- Travel between the point of departure and the station or airport may be by public transportation, shuttle, taxi or personal car. Travelers should use their best judgment if leaving a personal car at an airport for an extended period of time if that would be inordinately more expensive than traveling to and from the airport by taxi or some other means.
- When a traveler travels via private automobile, he or she will be reimbursed at current Federal IRS approved rate per mile based on odometer readings consistent with the standard highway mileage (direct route to and from the destination). When travel by private automobile is for personal convenience, reimbursement will be limited to the cost of equivalent air coach fare, or the current per mile rate based on odometer readings consistent with standard highway mileage, whichever is less. All travelers who drive a vehicle while on Association business must possess a valid driver's license and are expected to drive safely and obey all applicable traffic laws. The Association will not reimburse travelers for any traffic violation tickets.
- When a traveler seeks reimbursement for mileage, a copy of a reliable mapping internet site (Mapquest, Google Maps, Yahoo Maps, etc.) printout must be submitted with the travel claim voucher for verification purposes.
- Receipts are required for all expenses except for reasonable tips less than \$5.00.

(2) Lodging:

The Association will usually arrange and pay for any required hotel accommodations for Spring Board meetings. However, there may be times when a traveler on Association business will be required to arrange and pay for lodging, in which case the traveler should use minimum rate accommodations.

Association travelers are reimbursed ½ of the double-occupancy rate. If the traveler chooses to stay alone or with a non-Association traveler, he/she will be responsible for the other half of occupancy as a personal cost. In addition, the traveler will be required to pay for any incidentals; such as, hotel room Internet access, movie rentals, ATM withdrawals and telephone calls.

Receipts are required for lodging except for tips of less than \$5.00 per day for housekeeping and/or portage (bell hop services).

(3) Meals:

Costs for meals are reimbursed at the actual cost up to the current Federal IRS approved **daily** per diem rate for meals of destination as listed at the following website: www.gsa.gov. Note that the per diem reimbursement is for meals and does not include incidentals.

Receipts are required for meals. The Association does not reimburse the cost of alcoholic beverages.

(4) *Allowable Expenses:*

- Substantiation by receipts is required for all transportation, meals and lodging expenditures.
- Air, rail and bus fares for transportation.
- Cost of checking in one (1) piece of luggage with an airline.
- Automobile rental fees, including gasoline, tolls and parking fees.
- Cost of operation of traveler's automobile, including a mileage rate reimbursement (as in B (1) above), parking fees and tolls.
- Taxi fares or other costs of transportation, from point of departure to airport or station, from airport or station to hotel, and the reverse of same.
- Tips.
- Reasonable telephone and other communications charges which facilitate the conduct of Association business by the traveler (e.g., Internet access for a specific program/workshop).

(5) *Reporting Travel Expenses:*

The traveler has responsibility for obtaining receipts for all travel expenses required and for completing and submitting expense Travel Reimbursement Form to receive reimbursement.

In order to be reimbursed for airfare purchased in advance of necessary travel the traveler must submit the receipt to the Executive Director within two weeks of actual airfare purchase.

A completed expense report form, together with receipts, which are stapled or taped to a blank piece of paper, should be sent to the NAE4-HA Executive Director who will send onto the Vice President of Finance & Operations, within thirty (30) days upon return from travel or expenses will not be reimbursed. The package should be submitted to the NAE4-HA Executive Director who will get approval from the Vice President of Finance & Operations for processing of Travel Expense forms. If you prefer to e-mail your expense report and receipts to the Executive Director, please make sure that all pages are scanned into ONE PDF file and sent as one attachment. Sending multiple files or non-PDF formatted files may delay check processing.

Reimbursement will be mailed directly to the traveler unless otherwise requested.

All requests should be completed in accordance with the policies approved by the governing body of NAE4-HA. Completed check request should include payee name, mailing address, and receipts. Please be advised that incomplete check request will be returned to the authorized signer.

(6) *Disputes:*

Any disputes concerning travel expense reimbursement will be reviewed by the NAE4-HA Finance & Operations Team.

(7) *Extraordinary Travel Expense:*

Travel expenses incurred due to weather, mechanical problems, acts of terrorism and similar events will be approved on a case by case basis.

This policy was revised and approved on November 19, 2015, by the NAE4-HA President's Council and Vice President's Council. This policy replaces all previous policy versions and takes effect immediately.