



National Association of

WATCH&CLOCK

Collectors, Inc.

NAWCC TRAVEL EXPENSE REIMBURSEMENT
POLICY ADOPTED DECEMBER 4, 2004, MODIFIED
DECEMBER 3, 2016

General: It is expected that Officers, Directors, members & employees of the NAWCC when traveling on official business will spend prudently when incurring expenses for which reimbursement will be requested. Only expenses that are reasonable, ordinary and necessary will be reimbursed.

Travel Authorization: All travel must be authorized in advance, in writing, which may be by letter, email, or fax, and copy attached to travel voucher. Official notices of meetings shall suffice for designated attendees. Authorizing official must ensure travel is required.

Person Traveling

Who Authorizes

- | | |
|---|--------------------|
| • Board chair | Treasurer |
| • Directors, Executive Director | Board chair |
| • Committee chairs | Board chair or ED* |
| • Employees | Executive Director |
| • Committee members | Committee chair** |
| • WCTW Instructor for scheduled classes | TW Administrator |

*Depending upon type of committee.

**Requires meeting approval by Board Chair for committees reporting to the Board, and requires meeting approval by Executive Director for operational committees.

Travel Reimbursement: Requests for travel reimbursement will be submitted to the authorizing official within 30 days of each trip on the appropriate travel voucher form (the Executive Director is authorized to develop separate internal forms and procedures for staff, ensuring that all terms for reimbursement are in conformance with this policy). The Controller shall review all vouchers prior to payment for accuracy and conformance to this policy.

Expenses eligible for reimbursement will be actual expenses itemized and incurred, as follows:

- **Transportation:** The lesser of:
 - >> Personal Vehicle Mileage at the current business rate set by the Internal Revenue Service.
 - >> Public transportation (air, rail or bus) at the lowest practical route cost for coach class for minimum 2-week advanced purchase identified as a result of a reasonable search for rates.
 - >> Rental car including fuel charges but not rental company refueling charges.
- **Local transportation:**
 - >> Tolls, Parking Fees, Taxis, or Airport Transportation service using the lowest practical alternative.
 - >> Rental cars, if used in conjunction with another form of transportation (advance approval required). Regular compact sedan rate. Refueling cost included but not rental company refueling charges.
- **Lodging:** For meetings, limited to the blocked rate at a designated hotel for the night before and the night of an actual meeting. For all other travel, limited to the lowest single room rate in an adequate hotel or motel for only those nights necessary to conduct official business. For all meetings in Columbia, designated hotel shall be determined by the Executive Director.
- **Actual meals including tips:** Maximum \$40 per day. The NAWCC Board of Directors are not eligible for meal reimbursements.
- **Other expenses:** All other expenses not explicitly identified in this policy such as, but not limited to, telephone, internet service, laundry services and concierge services are not reimbursable.

Receipts are required for all expenses.