



NAWCC Travel Expense Voucher

This voucher is to be used for claiming reimbursement for all expenses incurred by any person (other than staff) traveling on NAWCC business. The NAWCC Travel Expense Policy is on page 2 of this form. Return the completed voucher to your approval authority along with all receipts* and a copy of the travel approval. Partial, incomplete, or unsigned forms will be return to the submitter.

Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Date:									
Day									Line Totals
Transportation									
Fare (Air __ Train __ Bus __):									
Taxi/Limo/Parking/Tolls:									
Personal Auto (IRS rate):									
Rental Car:									
Lodging:									
Meals (including tips; no alcohol)									
Breakfast:									
Lunch:									
Dinner:									
Other Expenses									
Phone and/or Internet:									
Other (explain below):									
Column Totals:									

Reason for travel: _____

Was travel in conjunction with any other trip?: _____

Was any part of the expenses shown here reimbursed by any other organization? _____

Comments and explanation of "Other Expenses": _____

I certify that I incurred the above expenses while on the specified NAWCC business and that no alcoholic beverages are being charged to NAWCC.

Signed: _____ Date: _____ Requested Reimbursement \$ _____

Approved by: _____ Date: _____ Amount of Reimbursement \$ _____

*Receipts required for all items in excess of \$20.00



NAWCC TRAVEL EXPENSE REIMBURSEMENT POLICY

ADOPTED DECEMBER 4, 2004

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

- Board chair
- Directors, Executive Director
- Committee chairs
- Employees
- Committee members
- FSW Instructor for scheduled classes

Who Authorizes

Treasurer
Board chair
Board chair or ED*
Executive Director
Committee chair**
Ed. Committee Chair

*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;** no alcoholic beverages.
- **Other expenses** such as telephone and internet service, but limited only to those ordinary and necessary to complete official business.

Receipts are required for all individual expenses in excess of \$20.

