

# **NET RMA REIMBURSEMENT AND TRAVEL POLICY**

## **I. Requests for Reimbursement that Include Overnight Travel**

### **A. Travel arrangements**

- i. Should be made at lowest cost, using the Internet, if possible, to mitigate fees. Staff will assist in arranging flights. Travel agents may be used on more complicated travel arrangements to reduce staff time and thereby reduce overall costs.
- ii. Employee travel should be done in a manner to reduce time away from work.
- iii. Hotel shuttles should be used when available. Rental cars should be approved by the Chairman of the Board of Directors.
- iv. Additional lodging reimbursement will be allowed only if there is a significant reduction in airfare over the cost for the extra days of lodging and per diems.
- v. All incremental costs of any non-NET RMA companion traveling with a NET RMA employee or Board member will be paid for by the employee or Board member and must be paid in advance or promptly reimbursed to the NET RMA.
- vi. Travel expenses must be approved by the Chairman of the Board of Directors before reimbursement. All out of state travel by staff must be approved by the Chairman prior to travel.

### **B. Hotel accommodations**

- i. Hotel stays will be reimbursed or paid for at the lowest reasonable rate.
  1. Exceptions to the above rate include situations in which:
    - a. Staying at a particular hotel would reduce total overall costs of travel, such as not requiring a rental car.
    - b. Time constraints for business meetings require staying at a closer hotel.
  2. The conference rate is always acceptable in conference hotel or one located nearby.

### **C. Meals**

- i. Will be reimbursed without a receipt at \$34/day.
- ii. Meals above \$34/day will require a receipt and justification.
- iii. No meals not related to NET RMA business will be reimbursed.
- iv. No reimbursement for alcohol will be allowed.

### **D. Incidentals**

- i. Reasonable and customary tips and gratuities do not require a receipt.
- ii. Parking, toll and taxi receipts will be reimbursed on an actual basis.
- iii. A receipt and justification should be provided for other minor expenditures.
- iv. Local calls related to business will be reimbursed.
- v. Long distance calls related to business, including Internet connections, will be reimbursed.
- vi. There will be no reimbursement for any parking or traffic violations.
- vii. There will be no reimbursement for entertainment purposes, including in hotel movies.

### **E. Rental vehicles**

- i. Should be approved in advance by Chairman of the Board of Directors.
- ii. Preference for compact or mid-sized vehicles, unless multiple persons traveling in vehicle.
- iii. Gasoline should be refilled prior to returning.
- iv. Loss damage waiver should be used until such time the NET RMA has other insurance coverage or individual personal coverage extension.

- v. In certain cities, it is cost effective to use private van services in order to meet meeting schedules. The costs should be compared to taxi services for reasonableness.

#### **F. Airfare**

- i. Airfare should be booked at the most economical rate as far in advance as reasonably possible.
  - 1. Coach or business fares or Internet specials should be used when possible. Cost of upgrades are at the traveler's expense.
  - 2. Travel agents may be used for more complicated travel arrangements to reduce staff time and thereby reduce overall costs.
- ii. Cancellation fees or fees for ticket changes will be reimbursed if it is in the best interests of the NET RMA or due to a family emergency.

### **II. Mileage Reimbursement**

Use of a personal vehicle on NET RMA business will be reimbursed using the current Internal Revenue Service rate. A request for reimbursement should include:

- A.** The purpose of the travel
- B.** The dates of the travel
- C.** The net mileage
- D.** If a personal vehicle is used, the maximum reimbursement will be at the lower of the:
  - i. IRS rate times the number of miles driven; or
  - ii. The lowest quoted airfare at the time of travel for overnight stay

### **III. Food Service at Local Meetings**

Food service for local business meetings will be reimbursed. These business meetings are required for the active conduct of NET RMA business and include NET RMA Board meetings and workshops, NET RMA committee meetings, meetings with other governmental entities for

NET RMA business and other official business as determined by the Chairman of the Board of Directors. A request for reimbursement should include:

- A. The purpose of the meeting
- B. The time and location of the meeting
- C. Names of principle attendees
- D. Approval of the reimbursement request by the Chairman of the Board of Directors

**IV. Other Expenses**

The following other expenses may be reimbursed by the NET RMA:

- A. Recruiting expenses for top level candidates, subject to approval by the Board of Directors
- B. Organizational membership fees, subject to advance approval by the Chairman of the Board of Directors

**V. Submission of Expense Reimbursement Requests**

All expense reimbursement requests must be received by the NET RMA no more than ninety (90) days after the occurrence of the expense. Any reimbursement requests submitted after ninety (90) days may be denied.

**VI. This Reimbursement and Travel Policy applies to the NET RMA Board of Directors and all NET RMA Staff**