

Policy and Procedures for Reimbursement of Travel Expenses for NCBFAA Board and Committee Members

The following policies and procedures govern travel expenses for anyone seeking reimbursement from NCBFAA, including Staff, Counsel, Board and Committee members.

Board Meetings: Board members may request reimbursement of certain travel expenses as defined below when travel is necessary to attend meetings of the Board of Directors, except when such meetings are held in conjunction with the Annual Conference, Government Affairs Conference or similar events.

NAC Members and Committee Chairman: NAC members and Committee Chairmen are regularly invited to attend Board Meetings. However, the NCBFAA cannot reimburse their travel expenses to attend these meetings, if not previously approved in budget.

In Person Meetings: When specifically authorized by the Officers or Committee Chair in the budget, Counsel and Committee Members may request travel expenses reimbursement to attend certain meetings. Committees should avoid travel costs by holding meetings via telephone conference call, when possible. Arrangements for such calls can be coordinated through the NCBFAA Headquarters Office.

Reimbursable Expenses: When authorized, travel expenses reimbursement is limited to:

- Coach/Basic/Economy/Main Cabin airfare or other modes of transport for required transportation to and from the meeting. NCBFAA expects travelers to choose the most cost effective time and method of travel that meets their basic needs. Travelers are encouraged to shop for the best fare and to personally pay for any upgrades.
- Cost of hotel room and tax (room only) when necessary to attend meeting.
- Taxi, airport shuttle service, or other similar transportation necessary to attend meeting.
- Please utilize shuttle service when possible.
- Board and Committee members are not reimbursed for meals. For Staff and Counsel, meals will be reimbursable up to \$75 per day under the ordinary course of business and upon NCBFAA getting itemized receipts. Exceptions can be made with prior approval.

Procedures: To keep our records current and to facilitate our financial year-end close out, we mandate meeting attendees to submit reimbursement requests including supporting receipts and documentation ideally 30 but no later than 60 days following the meeting, using this NCBFAA *Travel Expense Reimbursement Voucher* as unanimously approved at the January 13, 2007, NCBFAA Board of Directors meeting. Copies of receipts for airline tickets, transportation, and hotel bills must be attached. Your cooperation is greatly appreciated.

Please Note: In the past, Board and Committee members tried to coordinate their travel to attend meetings with their personal company business travel, thus avoiding the need for NCBFAA reimbursement of travel expenses. This practice has been very helpful to the NCBFAA budget and is notably appreciated during these economically challenged days.

Expense Account Codes

230 – Board of Directors Meeting	605 – Forwarding / Export Issues Committee
310 – Annual Conference Committee	490 – Regulated Industries Committee
460 – Educational Institute	604 – Customs / Import Issues Committee
510 – Affiliated Presidents Network	640 – Industry Relations / International Affairs
525 – Membership Committee	

