

Travel Policy

Adopted: Fall, 1981 (Revised 2007, 2009, 2010)

PURPOSE:

The purpose of this policy statement is to provide the Board of Directors (including Committee Chairs), Committee Members and the General Membership with guidelines for 1) determining reimbursable travel; 2) requesting and authorizing travel reimbursement; 3) reimbursement schedules and conditions of reimbursement; 4) reimbursement claim requirements; and 5) control and review of the Travel Policy.

I. REIMBURSABLE TRAVEL: In-state travel may be considered for reimbursement when a Board of Directors (including Committee Chairs) Member or Committee Member of the Association must travel from his/her area of residence if such resident is more than 50 miles from the meeting site for the purpose of conducting NSLHA business. General Membership will be reimbursed when travel is at the express direction of the Executive Board.

Out-of-state travel will normally be at the express direction of the Board of Directors (including Committee Chairs) and will be considered for reimbursement in accordance with the applicable Reimbursement Schedules and Conditions (III.), also refer to National Convention Reimbursements (V.).

The Board of Directors may, under special circumstances, deviate from these guidelines and authorize reimbursement for travel not normally covered by this policy. Deviations will be considered only when official business will require an unusual and inordinate amount of travel.

II. REQUESTING AND AUTHORIZING TRAVEL REIMBURSEMENT: Board of Directors (including Committee Chairs), Committee Members or General Membership desiring reimbursement for official travel must: 1.) refer to the guidelines within this policy concerning types of travel that are considered for reimbursement, then 2.) submit an itemized voucher to the management firm for consideration and processing. Authorization for reimbursement will be based upon the guidelines established by this policy statement. The Board of Directors may grant the Treasurer the authority to authorize reimbursement. If authorization for reimbursement is not granted, the voucher statement will be returned to the claimant along with a letter of explanation.

III. REIMBURSEMENT SCHEDULES AND CONDITIONS: Travel reimbursements will be calculated on an actual expense basis within the limits defined.

A. Transportation:

1. Airplane, train or bus: Full reimbursement allowed for coach or tourist class accommodations.
2. Privately owned vehicle (POV): Reimbursement rate is State rate.
3. Ground transportation to and from common carrier terminal: Reimbursement is based upon actual cost. Claimants are expected to utilize the most economical transportation available.

B. Meals: Reimbursement allowance will follow the IRS code.

C. Lodging: One night's lodging will be reimbursed only if the person traveling lives 165 miles or more from the meeting location. Reimbursement is contingent upon submission of a hotel/motel receipt with the expense report.

D. Travel reimbursement will be computed on the basis of practical considerations of time, economy of transportation and other sources of payment. Lodging and meal expenses will be allowed for advance or delayed travel only when they are specifically justified. If a claimant elects to travel by POV when air transportation is judged to be more economical in terms of cost and travel time, reimbursement will be based on airfare rates rather than on POV mileage allowance. In such instances meal and lodging expenses will be allowed only for the time interval required if air transportation were utilized.

E. Members of the Board of Directors (including Committee Chairs) will not be reimbursed for transportation expenses associated with Board of Directors Meetings or Committee Meetings when such meetings are held in conjunction with the Annual

Convention of NSLHA. If, however, a member attends for the sole purpose of attending the Annual Business Meeting only, the expenses will be reimbursed.

IV. TRAVEL THAT MAY BE CONSIDERED FOR REIMBURSEMENT:

- A. Board of Directors: Reimbursement will be considered for travel authorized by the Board of Directors within the limits of previously established budget guidelines each fiscal year.
- B. MIC's, STAR's and SEAL's will each be given \$500 their first year of office for orientation purposes.
- C. The Child Representative and/or Adult Representative will be used in photographs to promote Better Hearing and Speech Month in Nebraska during the month of May. Expenses incurred for the purposes of public awareness advertising will be supported by Nebraska Speech-Language-Hearing Association. To help cover travel expenses, \$50 will be paid to poster persons to attend functions in Lincoln, if they live more than 200 miles from Lincoln.

V. NATIONAL CONFERENCE(S) THAT MAY BE CONSIDERED FOR REIMBURSEMENT (for President and President-elect or one other Board of Directors Member if President-elect can not attend):

CSAP Spring Conference – Registration, airfare, lodging and live auction item

REIMBURSEMENT CLAIM REQUIREMENTS: It is the responsibility of the Board of Directors (including Committee Chairs), Committee Member or General Member to submit itemized voucher statements for desired reimbursement. Reimbursement claims will be submitted directly to the management firm in accordance with the guidelines of Requesting and Authorizing Travel Reimbursement (II.) above. Vouchers shall include:

- A. A statement explaining the purpose of the travel and the nature of the NSLHA business conducted by the claimant.
- B. The origin and destination of the travel.
- C. An itemized day-by-day log of all claimed expenses.
- D. Receipts for all claimed expense items exceeding \$5.00.

VI. CONTROL AND REVIEW OF THE TRAVEL POLICY: The provisions of the Travel Policy shall be valid only as long as the Board of Directors shall have the authority to establish Reimbursable Travel Policies. The Treasurer shall be responsible for monitoring the fund level and for keeping the Board of Directors apprised of the expenditures against the account. The Treasurer shall not overspend the Travel Account without the approval of the Board of Directors. This policy statement shall be reviewed annually and revised as necessary by the Board of Directors.