



## **ALL NCEES TRAVELERS**

### **GENERAL**

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**Statement of purpose:** It is the policy of NCEES to reimburse, either through stipend or direct reimbursement, its board of directors, committee members, employees, and others as authorized for reasonable expenses incurred while they are traveling on Council business. This policy provides a basis for the types and levels of expense that NCEES expects its travelers to incur while traveling on Council business. Because travel constitutes a large portion of the Council's controllable expenses, business trips should take place only if other avenues (e.g., phone, mail, internet, email, video conferencing) are inadequate or inappropriate.

**Intent:** NCEES will reimburse approved travelers for reasonable and necessary expenses incurred in the authorized conduct of Council business. Although travelers should enjoy adequate comfort and convenience while traveling, travelers are expected to exercise the same care and judgment in incurring expenses as they would if traveling for personal reasons. NCEES will require explanations for any unusual expenses. Sightseeing and other personal expenses will not be reimbursed.

**Guests:** NCEES limits reimbursement to only those individuals who are directly involved in NCEES-sponsored activities. Accordingly, NCEES is unable to fund guest/spouse travel or related expenses such as meals. Guests and spouses who participate in group meals will be required to reimburse NCEES.

**Exceptions:** The president and/or chief executive officer may make appropriate exceptions to this policy based on circumstances.

### **TRAVEL ARRANGEMENTS**

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**Agency:** All air, train, and rental car reservations, where appropriate, must be made through the NCEES-designated travel agency, Travel Inc. No other agency may be used. By using one agency, the Council consolidates buying power, obtains volume discounts, and compiles travel expenditure data that can be used for fare and rate negotiations with vendors, thereby lowering overall travel costs.

**Pre-trip ticket changes:** Travelers may need to change flight schedules in advance of a meeting. Pre-trip changes may incur airline change fees and additional airfare. All changes must be made through Travel Inc. No additional fees incurred by the change will be reimbursed unless the change is directed by NCEES.

**En route changes:** Changes to previously booked arrangements or emergency travel arrangements while en route must be made through NCEES' designated travel agent, Travel Inc. The phone number is on each travel itinerary issued. Any changes not authorized by NCEES must be billed to a personal credit card.

**Profiles:** All travelers should maintain current profiles with the agency and update in writing any information such as address changes, frequent traveler numbers, rental car express numbers, and passport expiration.

### **AIR TRAVEL**

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**Class of service:** NCEES will pay the lowest logical airfare that meets the following criteria: 14-day or greater advance purchase and economy-class seating.

**Insurance:** Through its charge-card business travel account, NCEES provides travel accident insurance for travelers, secondary to the airline's coverage.

**Lowest logical airfare:** Travelers should select the flight with the lowest logical airfare that is within 4 hours (2 hours before and 2 hours after) of the requested arrival or departure time.

**Payment:** All tickets must be direct billed to NCEES' business travel account by Travel Inc. Travelers may not book directly with airlines or charge airfare to personal credit cards.

**Personal stopovers:** Travelers may need to fly to another destination while traveling to an NCEES-funded meeting. If a personal stopover increases the airfare, travelers are required to reimburse NCEES for the additional airfare immediately upon booking.

**Upgrades:** Travelers who choose to upgrade from the lowest logical airfare or upgrade their seat assignment may do so at their own expense. If upgrading requires purchasing a more expensive coach, business, or first-class fare than the lowest logical airfare, the traveler must pay the cost difference as well as the upgrade charge.

**Frequent flyer points:** Frequent flyer points are the property of the traveler. However, travel via a specific airline, route, or class of service that increases travel costs in order for the traveler to participate in a frequent traveler program is not permitted. Frequent flyer points are not reimbursed when used.

**Unused tickets:** Credit for unused or partially used tickets should be applied toward airfare for future NCEES trips. When booking travel, travelers should ask the agent if they have airfare credits on file that can be applied.

## **ALTERNATE MEANS OF TRAVEL TO MEETINGS**

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**Driving versus air travel:** Travelers who live within a 500-mile radius of the NCEES meeting location may drive to the meeting without receiving prior approval and will be reimbursed for mileage up to 1,000 miles at the IRS-recommended rate. Travelers must obtain approval to drive more than 1,000 miles round-trip to an NCEES meeting. If approved to drive, travelers will be reimbursed the lesser of the lowest logical airfare provided by NCEES' designated agent, Travel Inc., or using the mileage calculated at the IRS-recommended rate. Requests for exceptions must be submitted to [travelexceptions@ncees.org](mailto:travelexceptions@ncees.org).

**Personal plane or other means of transportation:** Travelers who opt for alternate means of transportation must obtain prior approval. Reimbursement will be the lowest logical airfare.

## **NCEES COMMITTEE TRAVELERS ONLY**

### **PAYMENT METHODS**

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In lieu of a reimbursement, a predetermined stipend amount will be provided to travelers ahead of scheduled committee meetings; stipends will be paid by NCEES via check, to be disbursed before the conclusion of the meeting. Travelers are expected to use this amount to cover business expenses and incidentals incurred to attend the committee meeting: meals, miscellaneous travel expenses, airport parking, etc. The stipend amount includes and anticipates that hotel shuttles, taxis, and other forms of low-cost transportation will be used, and rental cars will not be allowed.

## **NCEES BOARD OF DIRECTORS AND STAFF TRAVELERS ONLY**

### **CAR RENTALS**

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If hotel shuttles or other low-cost transportation options are available from the airport, rental cars will not be allowed.

**International rentals:** NCEES does not recommend using rental cars for travel outside the United States.

**Preferred vendors:** Rental cars must be booked through NCEES' designated travel agent, Travel Inc.

**Size limits and additional features:** Unless unusual circumstances dictate otherwise, car rentals should be limited to midsize or smaller vehicles. Full-size cars may be used if two or more travelers carpool; the names of all travelers should be noted on the expense voucher. GPS rental and other counter services are blocked and will not be reimbursed.

**Carpooling:** Travelers are encouraged to carpool whenever possible. It is the responsibility of the travelers to contact others who will be attending the meeting to arrange carpools.

**Insurance:** NCEES carries collision damage waiver coverage on all cars rented with the NCEES-approved vendor in the continental United States. NCEES provides liability coverage for hired cars for rental and personal cars used in the course of conducting business on behalf of NCEES. The daily car rental rate includes loss damage waiver insurance and, therefore, purchase of additional insurance is not an option at the counter. NCEES does not provide personal-injury insurance. All travelers should confirm coverage with their personal insurance agents.

**Refueling:** A rental car must be returned with a full tank of gas. Fuel service charges at the rental site will not be reimbursed.

## **MEALS**

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**Business meals:** NCEES reimburses travelers for reasonable meal expenses incurred during out-of-town business.

**Receipt requirement:** Electronic or scanned detailed receipts are required for all expenses over \$25. Receipts are encouraged for all amounts under \$25 to justify the expenditure. Credit card statements are not acceptable as a receipt.

## **OTHER REIMBURSABLE EXPENSES**

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**Personal cars:** Personal cars should be used only for short trips, airport travel, etc., or when car sharing makes this alternative more economical than other forms of transportation. Reimbursement is made at the IRS-recommended rate. Contact NCEES for the current rate per mile.

**Taxis:** Taxi use should generally be limited to short trips when other less-expensive transportation is not available. Airport shuttles are often an economical alternative.

**Other transportation expenses:** The Council reimburses the following transportation expenses related to Council business: parking fees; bridge, tunnel, and road tolls; and light rail, subway, and shuttle fees. No reimbursement will be made for traffic violations of any kind.

**Currency conversion:** Expenses in foreign currency are to be converted and reported in U.S. dollars at the actual exchange rate. This rate must be supported by receipts, such as a foreign currency exchange receipt. A charge-card statement may be used in addition to receipts to report the expense in U.S. dollars.

## **PAYMENT METHODS**

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Members of the NCEES board of directors and NCEES employees are requested to use their corporate charge cards whenever possible, especially for hotels and car rentals. Travelers should not make personal purchases on an NCEES credit card.

**Air or train travel:** Travelers must book air or train travel to the Council's business account on file at the designated travel agency, Travel Inc.

**Cash advances:** The Council does not grant permanent or revolving expense advances. Council employees requesting cash advances must submit a request for payment form at least 48 hours before departure for approval by the chief executive officer. No one person may have more than one advance outstanding at any time.

## **REIMBURSEMENT**

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**Expense reimbursement:** Travelers must report all travel expenses to NCEES through the approved travel expense management software. Each business event should be reported separately.

**Filing deadline:** Requests must be submitted to NCEES within 30 days after the traveler returns from the trip. Any form received after 6 months must be accompanied by a letter explaining the delay and may not be accepted for reimbursement.

**Annual travel stipend for president and president-elect:** To reimburse the president and the president-elect for incidental travel expenses incurred during the fulfillment of their duties, the Council will provide an annual travel stipend of \$2,500 to the president and the president-elect.