

NACDD TRAVEL POLICY

BACKGROUND:

This National Association of Chronic Disease (NACDD) travel policy was developed to provide an efficient, effective, and economical means of travelling for meetings and conferences, which support the mission of the Association. These travel guidelines are intended for use by NACDD members, staff, consultants and others who may be travelling on behalf of NACDD business. **All travelers requesting reimbursement by NACDD for travel activity must follow the requirements of this policy.**

REQUIREMENTS:

Effective immediately, all travelers traveling on behalf of NACDD must use the designated travel agent for ticket reservations and purchasing. There are no exceptions. All reimbursable travel must be approved by NACDD and travelers should use the most economical and efficient means available. Individuals requesting reimbursement must complete the NACDD expense reimbursement form, which can be obtained by contacting NACDD point of contact for the specific meeting or conference. The expense reimbursement form must be completed and signed with all required receipts attached. The completed expense form, meeting agenda and receipts must be mailed or emailed (ap.nacdd@chronicdisease.org) to the NACDD headquarters within forty-five (45) days of the last day of the travel. Faxes will not be accepted. Receipts are not required for meal expenses because they are paid on the per diem scale; however, all other receipts, unless otherwise noted in this policy, must be submitted to ensure payment.

NACDD will reimburse travel expenses only for a work-related meeting that the individual would not normally attend. When possible, NACDD will attempt to hold its meetings where other sponsored meetings are being held to help minimize overall costs. In such situations, NACDD will not reimburse travel expenses to individuals who plan to attend meetings covered by another funding source.

Traveler's Contact Information- Individuals requesting reimbursement must provide name, home address, telephone#, and email address.

This will ensure that NACDD is able to contact the traveler for questions regarding reimbursement.

Meeting items - The traveler must provide a meeting/conference agenda for the reimbursement when submitting for travel expense reimbursement.

Transportation (Air/Rail) -NACDD travelers (cost being paid by NACDD) *must* utilize the NACDD travel agent. *There are no exceptions.* The NACDD travel agent is instructed to book the lowest economy airfare to the destination from your area within reason. If multiple airports service your area, all fares will be considered. The preferred airline may be booked if the cost does not exceed 10% of the lowest market fare. Travelers who purchase a ticket that exceeds 10% of the lowest market fare must pay the difference. For reduced-fare tickets, we strongly encourage travelers to purchase one month in advance or at least two weeks in advance. In addition, coach class tickets are required for air travel, unless the scheduled flight time exceeds 14 hours, the total upgraded ticket cost does not exceed 2xs the cost of coach fare, and it is an international flight. (Flight time definition- the total time from when the airplane first moves for taking off until the moment it finally comes to rest at the end of the flight.) **The Chief Executive Officer and/or Senior Director of Operations must approve in advance any upgrades that result in additional costs.**

If meetings are scheduled to begin late enough in the day to allow home departure that morning, travelers must make every effort to travel the morning of the meeting. Individuals are permitted to receive reimbursement for baggage fees for one checked bag. Receipts must be provided. Travelers should confirm all travel plans *before* contacting the NACDD travel agent so that ticket change fees will not be charged.

Change penalties incurred as a result of personal preference or meetings ending early will not be paid by NACDD. The NACDD travel agent will obtain approval from NACDD for any ticket with a purchase price

greater than \$800. NACDD travelers must include itinerary showing the cost of ticket with reimbursement request. NACDD will not reimburse cost associated with internet access on air planes and at the airports.

Other Business or Personal-related travel - Expenses for personal (i.e., not work-related) or extended travel that is incorporated in with NACDD work-related travel will be incurred by the traveler initially. The traveler will be reimbursed for the rate of the work-related trip as determined by the NACDD travel agent at time of ticketing. The booking fees will be split between NACDD and the traveler at the time of making the reservation.

Privately Owned Vehicles (POV)- Expense for transportation by POV will be reimbursed at the prevailing standard mileage rate as established by the GSA and published at (<https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>). When travel is by POV, NACDD will reimburse at the current federal government mileage rate. *The mileage paid must not exceed the cost of the lowest available airfare, based on a 14-day advance purchase.* Prior approval from NACDD (travelinfo@chronicdisease.org) is required if the individual plans to travel using his/her privately owned vehicle. When submitting a request for reimbursement, the traveller must indicate the total mileage and provide documentation supporting the total miles, arrival and departure dates.

Ground Transportation- Taxi, airport shuttle, public transportation (bus and subway), rental car, or car service is reimbursed for actual fare supported by a receipt. Fare associated with limousine services is not reimbursable, unless you provide documentation that the fare is below or equal to the cab cost in the area. If possible, we encourage travelers to ride with others to minimize expenses. When submitting request for reimbursement, the traveler must provide receipts.

Lodging - If applicable and reasonable, traveler should seek to get the lowest lodging rate. Lodging is offered based on the start and end times of the meeting. If the meeting starting or ending times allow for arrival or departure on that day, an additional night will not be covered.

NACDD Event Planners will make hotel reservations for NACDD sponsored meetings in which the room and taxes are to be billed directly to the NACDD master account. Only approved attendees on the NACDD master account will be covered. Even though NACDD is paying for the lodging, *travelers must include hotel invoice/receipt indicating the hotel expenses when getting reimbursement for other travel related expenses.* For small or one-on-one meetings, the traveler is responsible for making hotel arrangements and requesting for reimbursement.

If meetings are scheduled to begin late enough in the day to allow departure from home that morning, travellers should make every effort to do so. On occasion, it may be cost-effective to stay an extra night to secure a more favorable airfare. If the extra hotel night and per diem expenses do not exceed the savings on the airfare, the additional costs will be reimbursed. These situations should be discussed in advance with a representative in the NACDD Finance office.

In some cases, hotels may not offer a federal government rate in conjunction with a meeting or conference. In such cases, NACDD will reimburse up to 15% above the government per diem rate; however, any changes more than 15% over per diem will be paid by the individual.

Meal Expenses- Receipts are accepted but not required since reimbursement is up to the current federal per diem for meals. Submitted receipts should be detailed to indicate the food and beverage item being reimbursed. NACDD does not reimburse for alcoholic purchases with federal funds. The traveler will be reimbursed for meals during travel; however, no reimbursement will occur for meals provided during the meeting (by NACDD or by the meeting sponsor).

NACDD Staff Travel- If the Association's American Express card is used for payment, the NACDD staff must indicate the purpose of the meeting or provide an agenda and provide the name of attendees to Finance for the NACDD sponsored meal.

This table shows the breakdown of expenses based on appropriate per diem amounts. Refer to <https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-mie-breakdown> to determine the updated M&IE reimbursement rate for the city of travel/destination and to determine the current rate.

M&IE Total	\$51	\$54	\$59	\$64	\$69	\$74
Breakfast	\$11	\$12	\$13	\$15	\$16	\$17
Lunch	\$12	\$13	\$15	\$16	\$17	\$18
Dinner	\$23	\$24	\$26	\$28	\$31	\$34.50
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$38.25	\$40.50	\$44.25	\$48.00	\$51.75	\$55.50

Conference Registration Fees - Conference registration fees will be reimbursed in the full amount after the conference concludes. The traveler must submit a receipt for reimbursement indicating the amount paid. NACDD will not reimburse for conference registration fees prior to the conference.

Non-Reimbursable Expenses - The following is a list of non-reimbursable expenses:

- penalty charges for changes in itinerary
- airline upgrades
- airline vouchers & credits
- airline club memberships
- child care/babysitting
- house-sitting, or pet-sitting/kennel charges
- laundry and/or dry-cleaning services
- in-room or rental movies
- maid service
- exercise or health club charges
- mini-bar
- personal items
- personal reading materials
- gift shop purchases
- travel insurance charges
- traffic fines/parking violations
- spouse travel
- costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- passports
- vaccinations and visas when not required as a specific and necessary condition of the travel request
- personal entertainment expenses (including, but not limited to in-flight movies, headsets, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs)
- travel accident insurance premiums or purchase of additional insurance.

Payment of Travel Expenses- NACDD will process reimbursements within three weeks of receipt. The reimbursement forms are available on the NACDD website (see link below). **All forms must include appropriate finance codes (program number, project number, and grant year).** Your NACDD consultant or NACDD meeting contact person will provide you with this information if it is not included on your travel reimbursement form. Payment of expenses may be delayed if the finance code is not provided.

National Association of Chronic Disease Directors
325 Swanton Way
Decatur, GA 30030
Phone: (770) 458-7400
Website: www.chronicdisease.org
Accounts payable email address: ap.nacdd@chronicdisease.org

Internal Revenue Service Statement

The Internal Revenue Service has strict regulations for non-profit organizations regarding the substantiation of all business expenses. For additional information please refer to www.IRS.gov.