



## **NACDD TRAVEL REIMBURSEMENT CHECKLIST**

**Please be sure to read the complete NACDD travel guidelines for other travel policies.**

1. **AIRFARE** – Provide itinerary of the plane or train ticket if NACDD purchased ticket. Receipts are required if you purchased the ticket and are requesting reimbursement in this section.
2. **HOTEL** – Provide receipt, unless NACDD has a “direct bill” with the hotel.
3. **MEALS** – Receipts are not required for meal expenses because NACDD pays for meals up to the federal per diem rate. The breakdown of per diem rates for the meeting destination can be found on the bottom right of the travel reimbursement form. To determine the M&IE reimbursement rate for the city of travel/destination, please refer to the current listings at [www.gsa.gov](http://www.gsa.gov). No alcoholic beverage can be purchased with federal and non-federal funds. Meals provided at the meeting are not reimbursable.
4. **GROUND TRANSPORTATION** – List expenses related to parking, shuttles, taxis, and subway fares. Receipts must be submitted. If you incur mileage on your personal vehicle, you may claim mileage reimbursement at the current rate listed at [www.gsa.gov](http://www.gsa.gov). This rate is identified on the travel reimbursement form. Receipts are not required for mileage reimbursement; however, you must provide a Yahoo/MapQuest or other documents showing the total miles requiring reimbursement.
5. 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.
6. **CONFERENCE REGISTRATION FEES** - The traveler must submit a receipt for reimbursement indicating the amount paid. NACDD will not reimburse for conference registration fees prior to the conference.
7. **OTHER** – List any other business expenses you incurred while on travel. NACDD will reimburse airline fees for only one checked bag. Receipts must be submitted.
8. **MEETING AGENDA** - The traveler must provide a meeting/conference agenda for the reimbursement when submitting for travel expense reimbursement. This provides documentation to support the purpose of the meeting.
9. **NACDD FINANCE CODE** - Your reimbursement form must include a finance code. Your NACDD consultant or NACDD meeting contact person will provide you with this information if it is not included on your travel reimbursement form.
10. **SIGNATURE** – The traveler must sign the reimbursement form unless emailed. The reimbursement form and receipts can be emailed to [ap.nacdd@chronicdisease.org](mailto:ap.nacdd@chronicdisease.org) or originals mailed to the address provided below.

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