NCURA Travel Reimbursement Policy

NCURA is committed to providing educational excellence to its members and others in the research community. To do so, it is willing to incur costs, including the reimbursement of travel to and from official NCURA business events.

As with all of its programming, NCURA expects all volunteers and staff to exercise a fiduciary responsibility when expending its funds. For volunteers and staff travelling on behalf of NCURA-directed business, below are the policies to follow when planning their travel and reimbursement requests.

Airlines

Coach and Economy Class Airline travel is a reimbursable expense.

Travelers are expected to do cost comparisons and to book travel at least 21 days in advance of their trip to receive lowest possible fares. Cost comparison documentation is required to be attached to the Request for Reimbursement form for all airfare claims exceeding $1,000.00.

Travelers may upgrade the level of service at personal expense or by using their personal airline rewards points/miles/credits. These expenses are not reimbursable.

Premium Economy for Domestic Travel:
For travel exclusively within the 50 United States and its territories, the District of Columbia, Canada, or Mexico, reasonable fees associated with priority boarding and economy class upgrades (e.g., Economy Plus, Economy Comfort, exit row, aisle seat, etc.) are reimbursable if one of the following conditions is met:

- Any flight segment has a scheduled in-air flying time in excess of four hours; or
- The total scheduled in-air flight time for all flight segments is in excess of seven hours; or
- A medical justification has been documented.
Premium Economy and Business Class for International Travel:

Premium Economy:
For travel originating or ending in destinations outside the 50 United States and its territories, the District of Columbia, Canada, or Mexico, reasonable fees associated with priority boarding and economy class upgrades (e.g., Economy Plus, Economy Comfort, exit row, aisle seat, etc.) are reimbursable if one of the following conditions is met:

- Any flight segment has a scheduled in-air flying time in excess of four hours; or
- A medical justification has been documented

Business Class:
For travel originating or ending in destinations outside the 50 United States and its territories, the District of Columbia, Canada, or Mexico, reasonable fees associated with business class seating may be used only if approved in advance by the NCURA Treasurer and one of the following conditions is met:

- The total scheduled in-air flight time for all flight segments is in excess of twelve hours; or
- A medical justification has been documented.

Baggage Fees:
Baggage fees that are reasonable and appropriate for the purpose and length of the trip are reimbursable. Travelers should check with their air carrier to determine allowable weight and size limitations on all baggage.

Fees for additional, overweight or oversized baggage may be reimbursed if travelers are carrying sizable equipment or materials at the direction of NCURA. An acceptable explanation must be provided on the reimbursement form.

Fees for baggage that is personal in nature (e.g., golf clubs, skis, etc.) will not be reimbursed.

Changes or Cancellations:
In the event of significant inclement weather or other travel advisories, critical conflicting University or NCURA business, or a compelling personal reason (e.g., illness, death in the family), changes to or cancellation of a directed trip may be necessary. Generally, non-refundable tickets can be used for future travel after paying a change fee. Unused tickets should be held for use on a later NCURA-directed trip. The cost of the change fee and the new fare are reimbursable. It is
the responsibility of the traveler to track unused airline tickets for future NCURA use.

**Rail, Bus, Trams, Ferries, and Subways**

Regular coach travel is a reimbursable expense when it is less expensive than alternative means of transportation or when there are convenience or safety issues.

**Car Rental**

Travelers may rent a car when there is no alternate mode of transportation at a lesser expense. Rentals are allowed when the overall cost of the rental is less than the cost of other means of transportation, i.e. cabs. Rentals are limited to economy or intermediate classifications. If there are three or more individuals traveling together or if the traveler is transporting sizable equipment, larger vehicles may be rented. The cost of a GPS will be reimbursed if deemed necessary for safety reasons. Drivers must obtain collision insurance only from the rental agency at the time of rental.

The cost of fuel, business-related tolls, and parking charges associated with the rental car will be reimbursed. Tickets or fines associated with parking or travel violations will not be reimbursed.

**Ground Transportation**

Cabs and shuttles from home and office to points of departure, arrival and during return trips are reimbursable. Reasonable tips to the driver are reimbursable and should be clearly indicated on the receipt.

**Privately Owned Vehicles**

Individuals who use their personal vehicle will be reimbursed the current mileage allowance given by NCURA. In addition, tolls and parking are reimbursable.

Parking at an individual’s home airport incurred during the period of the NCURA travel is reimbursable. Travelers should consider the use of cabs or shuttles if the cost of these services is less than the cost of parking.
**Lodging**

In most instances, lodging for those on official travel will be prepaid to the hotel by NCURA. In those instances when lodging is not prepaid, expenses for standard room accommodations will be reimbursed.

For travel by workshop faculty associated with NCURA conferences (e.g. the Annual Meeting, PRA, FRA, special conference), lodging not prepaid by NCURA will be reimbursed at the actual cost incurred, not to exceed the highest NCURA host hotel group rate.

**Meals**

Reasonable breakfast will be reimbursed on an actual basis up to a maximum per meal of $25.00 (excluding tax and tip).

Reasonable lunch expenses will be reimbursed on an actual basis up to a maximum per meal of $35.00 (excluding tax and tip).

Reasonable dinner expenses will be reimbursed on an actual basis up to a maximum per meal of $50.00 (excluding tax and tip).

If more than one individual is included in a meal, names and the purpose of the meal should be noted.

**Miscellaneous Expenses**

**Tips:**
Reasonable tips for hotel porterage and housekeeping will be reimbursed.

**Travel Internet Connectivity:**
Charges for internet connections for business use at hotels, conference sites, airports and internet cafes while traveling are reimbursable with receipts.

**International Travel Requirements:**
Expenses related to visas and passports required for NCURA-directed travel are reimbursable. Expenses for vaccinations required for NCURA-directed travel are also reimbursable.

**International Telephone Calls/International Phone Cards:**
Telephone calls and faxes, specifically those necessary to obtain transportation and hotel reservations, or to communicate with the office or one’s family to indicate safe arrival, are reimbursable.
Business calls with appropriate documentation substantiating the expense are reimbursable. International phone cards are recognized as a cost effective way of paying for international business calls. International phone cards purchased for valid business purposes for $25 or less are reimbursable.

**Receipts**

All required receipts, as described on the NCURA Travel Expense Voucher, are to be attached to the voucher.

**Requests Inconsistent with Travel Reimbursement Policy**

In the event that any of the policy is not met, an explanation must be submitted with the Travel Expense Voucher. The exception will be reviewed and allowance determined at the discretion of the Executive Director of NCURA. The Executive Director may involve the Executive Committee, as needed. If the request is disallowed, the submitter will be promptly notified.

As needed, those travelling on behalf of NCURA are encouraged to contact the National office for clarification prior to expense.