FAQs for Individuals Traveling on Behalf of NCURA
As of January 18, 2019

A companion document to the NCURA Travel Reimbursement Policy

*****FLIGHTS*****

As all airlines have different terminology, what does NCURA consider as the basics for flight reimbursement?

NCURA considers the following features standard for the most economical option:

* General Boarding (not advance boarding fees)
* Choosing a window or aisle seat (not an exit row, or extra leg room, at an additional cost, for example)
* 1 personal and 1 carry on item

Additional travel fees may be reimbursed for certain in-air flying times and documented medical conditions. Please see the NCURA Travel Reimbursement Policy for details.

Is airline travel/trip insurance reimbursable?

When traveling domestically, trip insurance is not reimbursable.

For select international travel, NCURA may request that you purchase trip insurance. In this case the insurance would be reimbursable.

When do I need to include a flight comparison with my travel reimbursement?

Flight comparisons need to be run on the same day and submitted when:

1. Traveling to/from an airport other than your home base airport
2. Traveling to/from an airport other than your host event airport
3. Traveling on alternate dates before or after the event
4. Any airfare claims exceeding $1,000
5. Alternate transportation in lieu of flying (ie train, personal vehicle or rental car)
6. My preferred airline is not the most economical option.

I prefer to travel on a particular carrier due to my personal rewards program. When my preferred carrier is not the most economical, how do I proceed?
You will need to submit a cost comparison with your travel reimbursement, and the difference between the two itineraries will be deducted from your travel voucher.

My NCURA Meeting ends at 3pm, can I stay that night, at NCURA’s expense?

If you are unable to arrive home by 11pm, NCURA will cover 1 additional night at the host hotel.

*****GROUND TRANSPORTATION*****

Will I be reimbursed if I drive my personal vehicle?

Yes, if the total cost of your mileage and parking is less than the cost of another mode of transportation.

What portion of my mileage will be reimbursed?

Your roundtrip mileage from your home to the host hotel will be reimbursed. Any mileage for personal travel is not reimbursable.

Will I be reimbursed if I rent a car?

You may rent a car only when there is no alternate mode of transportation at a lesser expense.

When calculating the total cost of the rental, please be sure to include rental, gas, tolls, collision insurance, mileage, parking for all days of your standard stay, any mandatory surcharges, etc.

As it is unusual there is not alternate, less expensive transportation, please submit the cost comparison to your staff liaison prior to booking.

Will NCURA reimburse me for tipping an Uber or Lyft driver?

Yes. A standard tip is $1 to $2 per person for shorter rides (up to 20% for exceptional service, traffic, inconveniences or assistance with luggage).

****HOTEL****

The hotel requires $20 to check in early to my guest room. Will NCURA cover the early check in fee?

NCURA does not cover early check in fees for your guest room. If you choose to check in early with a fee, NCURA will deduct it from your travel reimbursement. The hotel may place the charge on the credit card you gave them when you checked in. The exception to this would be for travel that requires a red eye on the inbound flight (international travel, or travel from Hawaii). In this case, early check in would be a reimbursable expense.
*****PERSONAL TRAVEL*****

What steps do I need to take to include personal travel with my NCURA Business Trip?

1. Submit 2 travel itineraries:

   * One itinerary that provides the cost of the flight based on a roundtrip itinerary from your home base airport to the host location airport for the meeting dates and times
   * One itinerary that provides the cost of the flight including your personal travel

If the personal travel itinerary is higher, the difference between the two itineraries will be deducted from your travel voucher.

I have two NCURA commitments with a couple of days in between. Which expenses will NCURA cover and which expenses will I cover?

As each case is different, please contact your NCURA staff liaison to walk you through the details.

If I want to arrive early or stay after the NCURA event, how can I extend my reservation and pay for my hotel stay?

Please check with your NCURA staff liaison to confirm if the hotel has availability, and what the rate would be. The additional nights may be deducted from your travel voucher, or billed directly to your credit depending on the event.

*****MEALS*****

Does NCURA reimburse meals on a per diem basis?

No, NCURA does not reimburse on a per diem basis. You will need to submit an itemized receipt. Your reimbursement will be based on the amount spent, up to the maximum noted for each meal in the NCURA Travel Reimbursement Policy.

May I bring a guest to dinner with me?

Please check with your NCURA staff liaison. Some functions are “working events” and may not be conducive to dinner guests. If your guest does join you for dinner, your NCURA staff liaison will discuss your payment options either making arrangements for a separate check or to adjust your reimbursement accordingly.

If I choose not to attend the NCURA hosted dinner, can I be reimbursed for my meal?

If NCURA has not already prepaid/guaranteed your meal, yes, you can be reimbursed with a submission of your itemized receipt with your travel reimbursement. Please check with your NCURA staff liaison prior to missing the hosted dinner.

I attended dinner with a group of faculty/committee members. Do we each need to provide an itemized receipt?

Yes, please request a copy of the itemized receipt and note your meal items for reimbursement on your travel voucher.
As I am unable arrive home by 11 pm on my NCURA travel day, I will be staying at the host hotel for one additional night. Are any meals covered during this additional night and during my trip home?

Yes, your dinner is covered that evening and as well as your meals while you are traveling the next day.

Questions? Please contact NCURA at (202) 466-3894 or info@ncura.edu