



Division Director Travel Expense Reimbursement Policy

Approved by the NCTTA Financial Committee

1. To be eligible for travel expense reimbursement, a division director must contact the NCTTA Treasurer via treasurer@nctta.org at least **2 weeks** before the division meet. The division director must list the expected expenses, provide a brief rationale for the expenses, and should also make sure that other funding options (e.g. school funding) are not available to cover travel expenses.
2. For any given NCTTA season (academic year), total travel expenses will be limited to a **maximum of \$35 per official or transitional school** (in good standing) in division. For example, a 5-school division will be allowed to receive up to a maximum of \$175 in travel expenses.
3. A final ruling regarding travel expenses will be made by the NCTTA Financial Committee. This ruling will take into account (1) current NCTTA budget, (2) distance to be traveled, and (3) the division director's contributions towards the success and growth of the division. Under normal circumstances, a flat fee of **\$0.35 per mile** is likely to be awarded by the Financial Committee (mileage computed from the division director's local address to the regional venue, round-trip).
4. Additional expenses related to lodging for distant travel should be requested separately, and will be ruled upon by the Financial Committee. The Financial Committee will take into account (1) current NCTTA budget, (2) distance to be traveled, and (3) the division director's contributions towards the success and growth of the division.
5. Once travel expenses have been pre-approved, the division director must complete and return an expense report (to be provided by NCTTA), and receipts or supporting material (e.g. hotel receipt, official home and venue address, and mileage estimate) to NCTTA. No expenses will be reimbursed prior to the receipt by NCTTA of the aforementioned documentation and final approval of the Financial Committee.