



## NCTTA Travel Policy 2019-2020

The purpose of this travel document is to establish guidelines for travel that best meet the needs of the organization, and accommodate all NCTTA board, staff, and volunteers. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by staff/volunteers who are in travel status on official business of the non-profit organization.

Note: The National Collegiate Table Tennis Association will only reimburse for pre-approved travel related expenses when a board member, staff, or volunteer provides documentation of the expense with receipts from purchases or other verifiable documentation.

### Permissible & Reimbursable Travel:

**1) Air** – any site/location that is beyond four hours drive time is recommended, but not required, to use a commercial airline for travel. Unless, there is equipment, supplies or resources that require a vehicle to be driven. Airfare is reimbursable up to \$450 (U.S. dollars) for domestic flight, and up to \$650 (U.S. dollars) for international travel. In the event there is required travel that exceeds these amounts, it must be approved by the current Treasurer and one standing Board member.

**2) Train** – in the event that a rail system is the most convenient and cost efficient manner of travel this is permitted. There are no restrictions on time spent on a train, as long as it does not exceed an 8 hour work day. Train fare is reimbursable up to \$300 (U.S. dollars) roundtrip domestic travel. In the event a rail system is required for international travel, please submit your ticket/pass within 10 business days of your return from the official event. In the event there is required travel that exceeds these amounts, it must be approved by the current Treasurer and one standing Board member.

**3) Vehicle Rental** – vehicle rental is an acceptable mode of transportation if it is less than a 4 hr. drive (one-way) to any site/location for NCTTA business. It is strongly recommended that anyone doing business on behalf of NCTTA *not* use their own personal vehicle, as NCTTA does not pay out mileage, or cover cost of maintenance, damage, or general wear to that vehicle. Vehicle rental is reimbursable up to \$50 a day, and not to exceed \$500 for a total trip. If a vehicle rental is required for inner site/location travel please submit your rental receipt as you would for your daily expenses, and not to exceed \$350 (U.S. dollars).

## LODGING

Lodging reimbursement is limited to the actual/reasonable cost of a single room, plus applicable taxes. Travelers are expected to seek standard lodging accommodations that are comfortable, convenient, meet the business need, and offer good value (secure). The daily lodging per diem for official NCTTA business is \$125 (U.S. dollars) in the continental U.S unless traveling to metropolitan areas deemed necessary by NCTTA, and \$175 (U.S. dollars) in Canada.

### Conference/Event Travel

Travelers attending a conference, meeting, retreat, seminar, symposium, or an event that involves attendee travel, and staying overnight, may receive a conference lodging allowance at a pre-determined NCTTA maximum rate. Such travelers will be reimbursed the actual amount incurred for lodging up to the daily, transportation, lodging, meal, etc. per diem.

## MEALS AND INCIDENTAL EXPENSES

All NCTTA travelers will be reimbursed for their reasonable and actual expenses incurred for meals and incidental expenses, not to exceed:

- Breakfast - \$10 (U.S. dollars), \$12 (Canadian)
- Lunch - \$15 (U.S. dollars), \$18 (Canadian)
- Dinner - \$25 (U.S. dollars) \$30 (Canadian)

Reimbursement for meals that are not supported by itemized receipts or alternate documentation will be not be reimbursed. *In addition, it is expected if an NCTTA event, hotel, facility offers a meal that volunteers take part vs expensing the meal. Dietary restrictions of course are taken in to consideration.*

#### Group/Shared Meal Costs

Reimbursement requests which include meal expenses for other travelers must identify the name and business affiliation of the other travelers. The cost must be reasonable for the number of participants, within the per person NCTTA per diem limit.

#### Alcohol/Tobacco

NCTTA will not reimburse any purchase of alcohol, tobacco, or paraphernalia. (See code of conduct).

#### **OTHER**

A claim for an unusual, or uncustomary travel expense, must be supported with an explanation of the need for the expense. Any other matters related to a Board member, staff, or volunteer travel must be brought the attention of the Board, and will not be reimbursed unless deemed necessary by the NCTTA Board of Directors.