



<b>Section:</b>	4. Travel
<b>Subpart:</b>	4.1. Funding
<b>Policy No.:</b>	4.1.1.
<b>Title:</b>	Travel Policy
<b>Effective:</b>	May 2007
<b>Revised:</b>	November 2019

## Travel Policy

**Purpose:** This policy is issued by the National Conference on Weights and Measures (NCWM), Board of Directors to provide guidance to individuals requesting reimbursement for travel incurred while conducting business on behalf of NCWM.

### Policy:

Individuals on an NCWM-approved trip will be reimbursed for travel expenditures that are both reasonable and necessary. When conducting business on behalf of NCWM, travel must be conducted in the most cost-effective manner. Travel routing must follow the most direct practicable route. Reimbursement of expenses will be limited to the cost of reasonable, necessary, and cost-effective travel. Members traveling at NCWM expense to NCWM Interim and Annual Meetings are responsible for their own meeting registration fees. All travel shall be approved in advance by the NCWM Executive Director or the Chair of the NCWM Board of Directors.

### Procedures:

Procedures for authorizing travel and documenting expenses are designed to ensure adequate control over expenditures of NCWM funds. Requests for reimbursement of expenditures which do not comply with this policy will be denied.

#### A. Travel Approval

1. Routine travel shall be approved by the Executive Director.
2. If travel is considered out of the normal routine as described in NCWM Policy 4.1.2. Approval of Non-Standard Travel, then prior approval shall be obtained from the Chair of the NCWM Board of Directors.

#### B. Transportation

1. Private vehicles may be used for official travel when determined to be cost beneficial. The maximum amount of reimbursement will be limited to the lowest cost of airline travel to the same destination over the same dates. Reimbursement for personal vehicle expenses will be made in accordance with the rates established by the Internal Revenue Service as allowable deduction, based on actual miles traveled.
2. Airline travel cost will be reimbursed for regular coach fares. Non-refundable tickets are frequently available at substantial savings if purchased within specified time

frames prior to travel. Travelers are encouraged to take advantage of such discounts when possible. However, travelers are responsible for exercising reasonable care and prudence in making the decision to purchase non-refundable tickets to ensure that no expense is incurred for a ticket which is not used.

3. NCWM will reimburse travelers for reasonable ground transportation costs. Receipts for expenditures are required.
  - a. Reimbursement for the use of rental vehicles will be limited to situations where the rental vehicle provides an overall cost savings. Travelers shall obtain prior approval from the Executive Director.
  - b. Tips for ground transportation which are reasonable and documented on receipts are considered reimbursable.

### **C. Lodging**

1. The majority of travel will be to destinations where group arrangements have been made for lodging. In instances where individual arrangements for lodging are being made by the traveler, government rates must be requested.
2. Lodging reservations frequently must be guaranteed. If a traveler finds they are not able to fulfill a guaranteed reservation, the traveler is responsible for ensuring the reservation is either changed or canceled to avoid unnecessary charges. If the traveler does not use the reservation and has not changed or canceled it, NCWM will not reimburse the traveler for any resulting charges.

### **D. Meals and Individual Expenses**

1. The cost of meals and incidental travel costs such as personal telephone calls are reimbursed through the per diem rate established by NCWM Board of Directors. Because reimbursement is based on a per diem amount, such expenses should not be itemized on the travel reimbursement form. The current per diem rate is listed in the Rate Schedule below.
2. When 2 or more people who are all traveling at NCWM expense dine together, one person may pay for the group and claim the entire expense by submitting the dining receipt along with names of individuals included in the meal. Alcoholic beverage purchases on a dining receipt are not reimbursable.
3. When meals are provided as part of the event or if the cost of a meal is paid for by another person, the per diem for the day shall be adjusted as listed in the Rate Schedule below.

#### **RATE SCHEDULE**

Mileage: Current federal rate as published at: [www.gsa.gov/portal/content/100715](http://www.gsa.gov/portal/content/100715)

Meal and incidental per Diem: \$72.00 per day (includes tips)

Per Diem Adjustments:

Breakfast \$16.00

Lunch \$18.00

Dinner \$38.00

4. Meals are reimbursable on travel days under the following conditions

Breakfast – if leaving before 6:00 a.m.

Lunch – if leaving before 11:00 a.m.

Lunch – if returning after 2:00 p.m.

Dinner – if returning after 7:00 p.m.

#### **E. Out-of-Country Travel**

In instances involving out-of-country travel, NCWM will authorize travel expenditures with the established per Diem of the federal government.

#### **F. Submitting Documentation for Reimbursement**

1. Obtain the most current reimbursement form at <http://www.ncwm.net/resource/forms>.
2. The form is designed to be completed electronically. If completed by hand, use care that penmanship is legible.
3. Reimbursement checks are mailed to the address on file at NCWM unless another address is specified on the reimbursement form.
4. Submit the form and all receipts to the NCWM Executive Director for final approval. Original receipts are not required.
5. Request for Reimbursements shall be submitted in any one of the following ways:

Mail: Don Onwiler  
NCWM  
1135 M Street, Suite 110  
Lincoln, NE 68508

Email: [don.onwiler@ncwm.com](mailto:don.onwiler@ncwm.com)

Fax: 402-434-4878