



## **National Farm & Ranch Business Management Education Association**

### **Travel Policy & Reimbursement Procedure**

**January 5, 2010**

This procedure applies to all persons authorized to travel and be reimbursed for allowable expenses in conducting authorized NFRBMEA business.

Authorized travel is when it can be reasonably determined that:

- the travel is primarily for the benefit of NFRBMEA and is related to the effective conduct of business; and
- the travel relates to activities which do not have as their purpose the advancement of a political party, a political candidate, or a religious denomination.
- Individuals authorized to travel are the NFRBMEA board members and other individuals appointed by the Board to carry out specific duties on behalf of the Board in the conduct of NFRBMEA business activities.

#### **Spouse/Companion Travel**

Travel expenses will not be reimbursed if incurred by a spouse or other individual accompanying an employee or any other individuals authorized to travel on business unless:

- the spouse/companion has a bona fide business purpose requiring their attendance

#### **Maximum Use of Financial Resources**

Travel costs should take into consideration any financial decisions made such as:

- Individuals authorized to travel leaving a day early to take advantage of a lower airfare.
- Additional expenses may be paid related to the reduced airfare providing they do not exceed the amount saved on the lower airfare.
- Individuals authorized to travel elect to drive a personal vehicle rather than fly. Reimbursement for personal vehicle use in lieu of airfare is at the lower reimbursement rate and shall not exceed the lowest round trip coach airfare.
- NFRBMEA Board members and others authorized to travel are encouraged to seek reimbursement from their College/Institution or other employer. Involvement in the NFRBMEA often brings positive recognition to the employer from the employee being involved in the organization. The involvement in NFRBMEA provides professional development for the individual which is a benefit for his/her College or employer. NFRBMEA will not reimburse those individuals who do receive reimbursement from their employer.

#### **Lowest Fare**

Inquiries on fares and reservations should be made early enough to take advantage of advance purchase discounts.

#### **Travel Insurance**

Travel insurance coverage purchased by individuals is not a reimbursable expense.

## **Upgrades**

Upgrades at the expense of NFRBMEA are not permitted.

## **Lodging**

The lowest, government rate available should be secured at a reasonably priced licensed lodging facility. Staying at the private residence of a relative or friend is not a reimbursable expense.

## **Rental Vehicle**

Rental of a vehicle by individuals authorized to travel is authorized only when the type of trip or location of meetings is such that use of local transportation (taxis, airport limousines and airport shuttles, buses) is not practical or is expected to be more expensive.

Rental vehicles shall be reserved and rented at the lowest applicable discounted rate possible or available.

The use of compact or mid-size/intermediate rental vehicle categories is recommended except in cases where:

- the number of passengers is three or more
- excess baggage for official business requires a large vehicle, e.g., booth displays, slide presentations, sales items
- a larger size vehicle is provided at no extra charge above compact or midsize rate.

## **Reimbursement of Travel Expenses.**

- Request for reimbursement of travel expenses shall be submitted to the NFRBMEA Treasurer in a timely manner.
- Original itemized receipts are required for all expenses including meals, taxi services, baggage handling, and parking meters. All forms of canceled checks and copies of credit card bills do not substitute for original receipts. An employee may be allowed to file an affidavit in lieu of a receipt if the original receipt is lost or a receipt is not obtained.
- Mileage will be reimbursable at the prevailing allowable IRS rate for business travel.
- The NFRBMEA treasurer will reimburse individuals according to the NFRBMEA policy. If a disputed expense is not reimbursed to an individual authorized for travel, the Board may be called upon to be the final authority of whether an expense is reimbursable to the individual.

## **Non-Reimbursable Expenses.**

Following are examples of miscellaneous expenses that individuals will NOT normally be reimbursed for:

- Under no circumstances will individuals authorized for travel be reimbursed for alcoholic beverages
- annual fees or interest for personal credit cards
- late payment fees or interest on personal credit cards
- expenses of traveling companions or family members
- expenses related to vacation or personal days while on a trip
- loss or theft of personal cash or property
- entertainment or amusement costs, movies, "no-show" charges, optional travel or baggage insurance, and parking or traffic tickets
- incorrect or incomplete expense reports

**Responsibility and Accountability.**

The individual authorized to travel is responsible for complying with state statutes, laws, regulations, policies, NFRBMEA's travel policy and procedures, state laws, federal laws, and IRS guidelines and for accurately completing all required forms for reimbursement of authorized official business travel expenses. Audits of travel reimbursements shall be conducted according to the audit plan approved by the Board.