

Travel Reimbursement Policy

Effective 9/15/2019

NCSEA requests that each of its standing committees hold an in-person meeting once per year, preferably on the day before, and at the location of, the NCSEA Structural Engineering Summit. Additional meetings for which attendees will be reimbursed must be budgeted and approved in advance by the Executive Director. NCSEA will reimburse expenses for approved individuals traveling to approved functions, up to \$1,000 per trip as noted below. Approved individuals include members of the Board of Directors, NCSEA committee members approved by the committee chair, or subcommittee members approved by the committee chair. Non-voting committee members, corresponding committee members, and industry liaisons to meetings are not approved individuals. Reimbursement of un-approved individuals is not permitted unless and until they obtain prior approval. Approved functions include budgeted committee meetings, Board meetings, Board liaison visits to Member Organizations and attendance at special functions, such as code hearings, as approved by the appropriate Committee Chair.

Reimbursable expenses include economy and coach airfare, train or bus fares, hotel room cost, mileage at the IRS standard mileage rate when an auto is the primary mode of travel, airport shuttles, taxis, transfers, tolls, and parking at home airports. Reimbursable expenses may include a rental car [including recommended insurance coverage for collision; often called a loss-damage waiver (LDW) or collision damage waiver (CDW)], but only if there is a legitimate reason for it (other modes of travel not practical) or it is equal in cost or less expensive than other available modes of travel. Travel to and from the meeting venue will be reimbursed, but travel costs associated with local transportation for meals and entertainment will not be reimbursed. Hotel room cost is limited to a maximum of \$200 per night, unless the hotel is selected by NCSEA and has a negotiated room rate greater than \$200, in which case NCSEA will reimburse at the negotiated room rate but only \$200 per night will count toward the \$1,000 per trip maximum. NCSEA does not reimburse individual meals. Airline tickets must be purchased at least 14 days in advance unless circumstances require otherwise, as approved by the appropriate Committee Chair.

It is anticipated that most trips will require no more than two nights away from the individual's primary business location. For committee meetings at the NCSEA Summit, the expectation is only one night of hotel reimbursement per committee member. When trips require more than two consecutive nights' stay (e.g., a Board meeting on the day before the committee meetings at the Summit location, or multiple days of testimony at ICC hearings as requested by and on behalf of NCSEA), the \$1,000 allowance will be increased by \$200 for each additional night's stay following the first two nights. Recipients of the NCSEA Young Member Summit Scholarship or those representing a finalist for Young Member Group of the Year at the Summit who also are committee members approved for reimbursement by the appropriate committee chair are eligible for one night of hotel reimbursement (to supplement the travel stipend they receive as part of the award) to facilitate attendance at a committee meeting held at the Summit. It is assumed that the individual will stay onsite for the meeting; and only one roundtrip airfare will be reimbursed per individual.

Reimbursement requests must be submitted to the Committee Chair within 90 days of the meeting, and before December 15 of the current year, on approved NCSEA forms with receipts attached; expense reimbursements for December meetings may be submitted in the following year. The Committee Chair must review and submit the requests and receipts to the Executive Director for payment, together with a report on the Committee meeting.

All special requests, i.e., reimbursement of un-approved individuals, extenuating circumstances, non-approved functions, special needs, and/or exceeding allowed maximum reimbursable expenses due to high airfares (despite purchasing at least 14 days in advance) or high hotel rates, must be submitted to the Executive Director and approved, prior to incurring the expense. Special requests submitted after the expense is incurred, out of necessity due to extraordinary circumstances, may be considered by the Executive Director and the NCSEA President, but will not be automatically granted. Allow 30 days for a response.

Expenses for meeting rooms are limited to \$200 per day. Expenses for a meeting room with food or beverage service is limited to \$200 per day plus a maximum of \$50 per approved attendee. It is required that Committee Chairs contact Staff to set up in-person meetings.