

# NOW Reimbursement Guidelines

## A. Food

- I. The cost of food will be reimbursed up to \$40.00 per day in most major cities and \$30.00 per day in other locations.
- II. These amounts are for reimbursement only, i.e., they are not an automatic per diem payable for each day regardless of whether meals are actually purchased; receipts for amounts actually spent must accompany the reimbursement request. Receipts submitted should be itemized.
- III. Alcoholic beverages are not reimbursable; please subtract any such items from your bill before submitting it for reimbursement.
- IV. Reimbursement for meals will be \$40.00 in the following cities and their surrounding metropolitan areas: Los Angeles, San Diego, San Francisco, Denver, Washington D.C., Miami, Atlanta, Chicago, Kansas City, New Orleans, Baltimore, Boston, Detroit, Minneapolis/St. Paul, St. Louis, Las Vegas, Newark, New York City, Cleveland, Philadelphia, Pittsburgh, Dallas/Fort Worth, Houston, Seattle and Milwaukee; in all other cities the maximum rate is \$30.00 per day.
- V. Please group your meal expenses (and receipts) by day so that it will be apparent that you have not exceeded the meal allotment for any day. If a meal is provided as part of the meeting, you will be advised of the cost, so that your meal allocation may be adjusted accordingly.
- VI. If travel to and from a Board meeting exceeds six hours each way, up to \$20 in meals will be reimbursed (against receipts).

## B. Lodging

- I. NOW will pay for half the cost of a double room at the Board meeting site for each Board member. Exceptions can be made to allow a single room only if it is required for medical or other special need. Room reservation instructions are sent in advance of each board meeting. Hotel reservations must only be made by the NOW travel agent.
- II. For a regular Board meeting, NOW will pay the cost of Board members' rooms for Thursday, Friday and Saturday nights only. Sunday night lodging is not paid unless transportation to the Board member's home is unavailable until Monday. For the Board orientation meeting, Thursday night lodging will be paid by NOW.
- III. Other items of personal nature and sundries (not meals) on the hotel room bill will not be paid by NOW. This includes any upgraded charges for Wi-Fi, Internet Access and/or phone calls.
- IV. A maximum of \$15 a day will be reimbursed for cash tips to valets and housekeeping.

## C. Travel

- V. Board members are to use the NOW travel agency to book flights or other transportation. The invoice for the travel will be charged directly to NOW. Any travel purchased without using our travel agent will NOT be reimbursed.
- VI. NOW reimburses board members' reasonable travel expenses. Reasonable travel means a fare that could be booked four weeks or more prior to the travel date, coach class.
- VII. Reimbursement requests must include receipts. Travel will not be reimbursed if it is purchased by miles, credit card points or other non-cash means of purchasing travel. Board members should contact the NOW travel agent at least four weeks prior to travel dates so that they can obtain reasonable rates. Be sure to put these dates on your calendar.
- VIII. Round-trip car fare between an airport or train station and the meeting site will be reimbursed unless a free or lower-cost shuttle is available. A receipt is required. Car fare is reimbursable only if you actually used it. For example, if you got a ride to the airport, you are not entitled to be reimbursed for the estimated cost of a car or shuttle. Other ground transportation will be reimbursed only if it is directly related to the member's National Board duties (e.g., a car to your favorite restaurant for dinner is not reimbursable).
- IX. Board members are expected to use the most cost-efficient means of travel. For example, mileage for driving to a Board meeting will be reimbursed at \$.4325 per mile unless air or train travel would have been cheaper. In that case, NOW will only reimburse for the lower amount.

- X. At the April 1999 Board meeting, the following policy was adopted: "Transportation and travel reimbursement to the National Conference Board meeting shall be reimbursed in the same manner as other Board meetings. Transportation reimbursed or provided by NOW shall not preclude National Board members from serving as voting members at national conferences." However, policy since 1977 has stated that "National NOW funds will not be used to pay for transportation, meals, or lodging expenses for any member at a conference or convention of NOW at which that member is entitled to vote." Therefore, reimbursement from National NOW is not allowed for travel to state conferences at which you are entitled to vote.
- XI. Southwest Airlines is NOW's preferred carrier. If you prefer early boarding, or other amenities, you will have to pay for this yourself. Southwest allows two free checked bags (weight and size limits apply). NOW will not reimburse for overweight luggage charges. Southwest does not charge a fee for changing flights although fare difference may apply. If a flight cancellation is required, the member will receive Southwest credit that may be used for attendance at a NOW meeting within one year. Should a member require EarlyBird check-in (automatic check-in, better boarding position), it is available on Southwest at the member's own expense. In addition, should the airline require a two-seat purchase for your travel, Southwest offers the possibility of a refund to NOW for a second seat purchased after the trip is completed.

#### **D. Travel Advances and Reimbursement of Expenses**

- I. The Travel Advance Request Form is used for travel advances when traveling to a board meeting. An advance of funds may be requested if a Board member cannot pay an expense personally, before requesting reimbursement. A signed Advance Request Form must be on file with the NAC before reimbursement funds are disbursed.
- II. Requests for advances should be sent no less than four weeks before the board meeting. This will ensure that the requests can be processed and mailed without incurring overnight delivery charges.
- III. Board members can have only one advance outstanding at a time. Advances must be used for the purpose requested, i.e., a request for an advance to attend a Board meeting may not be used for Board communication or regional expenses.
- IV. In your travel advance request, please list specific projected expenses along with the total amount of the advance requested.
- V. If you've received a travel advance, an Expense Report Form must be submitted as soon as possible after travel takes place and no later than fifteen (15) days after the close of a Board meeting. The Expense Report Form, with receipts, showing amounts actually expended and a check for repayment of advance surplus or a request for reimbursement in case of advance shortfall.
- VI. If you received a travel advance and the Expense Report is not received within 15 days of the conclusion of the meeting, NOW will ask for the return of the entire advance.
- VII. The Expense Report Form is also used for reimbursement requests. Expense Report Form for reimbursement requests must be submitted to the National Action Center within (15) days after the close of a Board meeting.
- VIII. Receipts for all expenses claimed must be attached to the form. If original receipts are not attached, copies must be legible and show the date as well as the amount expended. Details should be shown on the front of the form, e.g., "car from airport for board meeting" rather than just "car."
- IX. You should always keep a copy of your reimbursement request and all of the receipts attached, in case your package is lost in the mail. A blank copy of the Expense Report Form is attached. Please make photocopies of the form as needed.
- X. Instead of requesting reimbursement from NOW, Board members may choose to donate any potentially reimbursable funds toward their Board responsibility as stated in the Bylaws: Article VII, Section 2 D. Board members may choose not to file for reimbursement.

#### **E. Special Circumstances**

A member may request, from the executives, a special review of the above guidelines for extenuating circumstances.