

NACCHO TRAVEL POLICY – CALENDAR YEAR 2022

As a national public health organization, NACCHO has need for people from all over the country to travel for NACCHO business. The following policy is used to assist in obtaining reimbursement from NACCHO for travel expenses. Questions should be directed to the contact for the project for which the travel occurred. The phone number for NACCHO is 202-783-5550.

REIMBURSEMENT POLICY

Transportation

1. Air travel must be completed using the least expensive fare available. NACCHO is equipped to handle flight arrangements through Association Travel Concepts (ATC). Once your travel has been approved by NACCHO, you will receive an activation email link from (notifier@Deem.com) that will lead you to book your travel step by step by using [Etta powered by Deem@work™](#), ATC's online booking agent, along with an activation code. If you experience any issues you can call to speak to an ATC agent directly at 800) 458-9383, Monday through Friday, 8:30 AM- 5:00 PM (EST). If you need urgent assistance outside of ATC's normal business hours, they have a reliable call center to assist you that can be reached at (844) 686-0442. Reservation questions can also be sent to reservations@atcmeetings.com. ATC will be given approval by NACCHO to charge tickets to the NACCHO account. You must obtain pre-approval by NACCHO to purchase your ticket directly from another agency or from the airlines.
2. Travel by railway can also be used, using the most direct route, and should not exceed the least expensive air travel via the most direct economy air route.
3. Travel by automobile can also be used, using the most direct route, and should not exceed the least expensive air travel via the most direct economy air route. The cost by automobile includes mileage reimbursed at the current government rate per mile, garage parking at hotel / motel and tolls. The cost by the most direct (no more than one stops and/or flight change) economy air route includes any fees charged by airlines and the cost of ground transportation to and from the airport. Travelers should provide the actual mileage driven on the expense form and document departure and arrival locations.
4. Other ground transportation expenses, such as parking, taxi, bus, shuttles, etc. whether incurred at point of departure or upon return, will be reimbursed providing original receipts are submitted. Please note that car rental will not be allowed without prior approval by NACCHO. NACCHO will not reimburse for extra insurance purchased if the traveler's automobile insurance covers rental vehicles driven during business use.



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5. Current air pricing structures can allow for substantial savings if travelers stay over on Saturday night. NACCHO will cover the associated lodging and per diem costs associated with a Saturday stay-over provided that this total cost is less than what the airfare would have cost if there had been no Saturday stay. Approval for this should be obtained prior to the trip.

Lodging

1. Reimbursement will be based on the actual amount paid for lodging. It is expected that the cost will be as close as possible to the federal daily maximum for that geographic area. Items such as personal telephone calls and room service items (e.g., movies, bar) are considered to be personal expenses and will not be reimbursed.

Meals and Incidental Expenses

1. Reimbursement will be made up to a maximum per diem of \$71. This is designed to cover the cost of purchasing meals while traveling and to cover small incidental expenses such as non-meal tips. The \$71 will be reduced by the cost of the meals which the traveler does not have to purchase while traveling. No per diem will be provided for any meal provided at the meeting. This restriction includes meals which are furnished by NACCHO and meals that do not need to be purchased because the traveler is not traveling at a time that a meal would occur. The per diem rates are:

Breakfast:	\$13.00
Lunch:	\$20.00
Dinner:	\$32.00
Incidentals	\$ 6.00

Please claim per diem for the meals you purchased while on travel (i.e., you may not claim breakfast per diem if you did not start your travel until after the time regularly eat breakfast and you may not claim dinner per diem if you arrive home before you regularly eat dinner). Travelers who spend time traveling over and above what is needed for NACCHO business will not be reimbursed for per diems unless the extra time spent results in net savings to NACCHO

HOW TO OBTAIN REIMBURSEMENT

1. Complete the NACCHO Travel Expense Voucher. See **Instructions** below for more information on how to complete the form.

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2. Attach ORIGINAL receipts for lodging, air, ground, and other related expenses for which reimbursement is being requested. These receipts should be **taped to an 8½” by 11” sheet of paper (using multiple sheets if necessary)**. Receipts for per diem expenses are not required. Any purchase over \$25 must be documented with an original receipt.
3. Submit Travel Expense Vouchers with corresponding receipts to NACCHO within 15 days after the travel has been completed. NACCHO will not reimburse vouchers received which are older than 30 days. The Vouchers should be sent to the project contact for approval and the project contact will forward them to the accounting department for payment. Payments will be made by the accounting department on a biweekly basis. Please note that following the above procedures will expedite the reimbursement process.

INSTRUCTIONS FOR COMPLETING THE TRAVEL EXPENSE VOUCHER

NACCHO staff should complete the “Please return to:” and “no later than:” sections of the form prior to distribution the form to travelers.

Traveler Information Section

Enter the name, phone and fax numbers, email, and mailing address for the traveler. This is the address to which reimbursement checks will be sent.

Name of Meeting

Enter the name of the meeting attended with enough descriptive information to provide audit detail, i.e. “Bioterrorism Committee Meeting” or “MAPP Workgroup Meeting” not just “NACCHO Meeting.”

Dates of Trip

Enter the dates of the trip, from the beginning of the travel to the return. This is the duration of the travel being reimbursed by NACCHO.

Time of Departure and Time of Return

Indicate when the traveler departed for the trip and when the traveler returned from the trip. These times are used to calculate per diem expenses.

Description of Expenses Section

1. Air/Rail. Enter the amount of air or rail tickets if purchased directly by the individual traveler. These expenses must be pre-approved for reimbursement by NACCHO staff prior to the trip. Include any service fee charged in this section.
2. Taxi/Bus/Ground transportation. Enter the amount of ground transportation expenses. NACCHO encourages the use of shared-ride vans and shuttles to reduce travel expenses whenever possible. This includes subway fares and other public transport expenses.

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3. Garage Parking/Tolls. Enter amount of parking expenses and tolls.

4. Personal Car Mileage. In the box marked “Personal car mileage” enter the total number of miles driven using personal vehicles. NACCHO will reimburse for these miles at the current allowable rate (Refer to the IRS website for the current mileage rate. The rate for the period July 1 – December 31, 2022, is \$0.625 per mile. The rate is listed on the Travel Expense Voucher.). In the “From/ To” box indicate where the personal miles were accumulated (i.e., “Washington DC to BWI airport, BWI airport to NACCHO Office” or other description of departure and arrival points). Document of actual mileage is desirable (i.e., Yahoo! or MapQuest mileage totals) but not required.

5. Hotel/Motel expenses. Enter allowable hotel or motel costs, or other costs of lodging.

6. Phone/Telegrams/Fax. Enter expenses for allowed business-related fax and phone costs. Travelers are permitted to call home once per day they are on travel for a reasonable amount of time.

7a through 7d. Per diem section. Enter the amount claimed for each meal that was not provided to you during the trip. Incidentals may be claimed for gratuities paid and other incidental expenses during your travel.

8. Rental cars. Enter rental car expenses if approved prior to the trip by NACCHO staff.

9. Other expenses. Enter the amount of other reimbursable expenses incurred and describe these expenses in the box provided on the form. If additional space is necessary, attach another sheet of paper.

Total Expenses

If the form is completed electronically, the total expenses will be calculated automatically. If the form is completed by hand, enter the total expenses for each row and column in the appropriate spaces provided. Double check the Total Expenses prior to submission.

Advance Amount and Date Advanced Issues

If the traveler received a travel advance, enter the amount of the advance received and the date of the advance in the appropriate boxes.

Balance Due

Enter the amount due the traveler, or the amount due NACCHO, depending on the total expenses and advances received. This will be computed automatically if the form is completed electronically.

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Traveler Signature

The traveler must sign and date the voucher to obtain reimbursement.

Budget Manager

The NACCHO Staff budget manager will sign the voucher after checking for allowable expenses, checking the totals and assigning the voucher a G/L and Project Code. If the voucher is over the NACCHO Budget Manager limit a second signature is required.

NOTE: If you are both the traveler and the budget manager, your immediate supervisor must sign and approve all vouchers over \$500.00. The immediate supervisor signs after checking for allowable expenses and checking the totals.

Project Charge Instructions

This box is for NACCHO Staff use only. If the travel is being covered by several codes, enter those in the space provided or on a different sheet if more space is needed.

Enter the staff contact name, extension and email in the space provided on the form so that travelers know to whom they should send completed forms and contact if they have questions.