

8.8 NCSBN Travel Policy

Date of Origin

December 2004

Purpose

connectivity charges are reimbursable by NCSBN. Mini-bar charges are the responsibility of the traveler. Fitness center charges are not reimbursable by NCSBN. All other incidentals are the responsibility of the traveler.

2.8 Additional persons sharing the travelers' room are the responsibility of the traveler.

3.0 Operational Procedure

3.1 Travel Approval

The NCSBN Meetings department will authorize travel and notify the corporate travel agent of approved travelers. A Call to Meeting will be sent to those traveling to headquarters and other NCSBN sponsored meetings.

3.2 Executive officers of member boards are to notify NCSBN of the NCSBN travel waiver representative's name(s) no less than 30 days before the NCSBN sponsored meeting.

3.3 Once NCSBN member boards have assigned representatives, NCSBN will notify the corporate travel agent of approved travelers and reserve hotel rooms correlating with approved travel dates.

3.4 Expense Report

The NCSBN Business Expense Reimbursement Form is used to document expenses and to request reimbursement. The Business Expense Reimbursement Form must be submitted within thirty days of completion of the trip. Explanations for all unusual items or amounts must be provided on the form or an attachment. Receipts are required for all expenditures paid by the traveler, which exceed \$75. The NCSBN Business Expense Reimbursement Form is available on the NCSBN website. The Business Expense Reimbursement Form with receipts should be submitted by email to the NCSBN Staff Member required to approve your expenses or to csrequests@ncsbn.org for approval.

Revision Dates

February 2005
September 2007
December 2007
December 2009
July 2010
July 2013
May 2017
July 2023

Board of Directors Review Dates

FY07
FY11
FY14
FY17
FY23