

NEA Non-Staff Travel Policy and Guidelines



Great Public Schools for Every Student

Effective September 2018

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NEA NON-STAFF TRAVEL & EXPENSE POLICY EFFECTIVE SEPTEMBER 1, 2018

The following guidelines are to assist Non-Staff Travelers engaged in NEA business travel and incurring expenses to be reimbursed by NEA. For the purpose of this policy, a Non-Staff Traveler is defined as anyone who is **NOT**:

- NEA Staff
- an NEA Executive Officer or Executive Committee Member,
- a member of the NEA Board of Directors, acting in their capacity as a Board Member, or
- an NEA vendor.

NEA is responsible for providing appropriate direction as well as adequate means to individuals carrying out business and assignments on our behalf or at our direction. The management of NEA is accountable to the Association's membership for the prudent stewardship of the organization's funds and must maintain control over how monies are expended. To fulfill this responsibility, NEA reserves the right to request additional documentation where necessary to substantiate travel expenses, and to deny reimbursement for expenses that are outside the intent of this document.

Travelers have a responsibility to utilize the Association's resources in a prudent and efficient manner, and to avoid unnecessary expense.

Travelers must complete the electronic NEA Travel & Expense Form for reimbursement of business travel expenses. The Form, along with receipts, must be submitted within thirty (30) calendar days after the trip is completed. Forms should be typed or legibly completed in ink; forms completed in pencil will not be accepted. Failure to do so will only delay the processing of any reimbursement due.

Travelers can request the Form from the sponsoring NEA department. The sponsoring department is available to answer questions or provide assistance with completing the form.

A Travel Expense Form is an official NEA document. By affixing one's signature to the Form, the Traveler is attesting that the expenses listed are a true and complete representation of actual costs incurred, that they correspond to the events of the business trip, and that they are in conformance with the requirements designated in this document.

Non-Staff Travelers may be entitled to reimbursement for all appropriate expenses incurred when traveling on NEA business, or they may be restricted to only certain expenses such as transportation, depending on the circumstances. Travelers should have a clear understanding in advance of what limitations, if any, are in effect at any one time for the particular meeting, etc., in question.

Completed vouchers should be sent directly to the NEA staff contact of the hosting department. Your staff contact is also available to answer questions or provide assistance in completing the voucher.

NEA adheres to an "Accountable Plan for business travel reimbursements per IRS regulations. Reimbursements under an Accountable Plan are not taxable. Reimbursements not adhering to IRS regulations may be taxable to the recipient.

Receipts

The Traveler is responsible for providing original, scanned, or photocopied itemized receipts for all expense reimbursements. Receipts must be legible to ensure readability when scanned. Expenses requiring a detailed receipt include all items not covered by a per diem. There is no minimum amount for which an itemized receipt is not required.

Itemized receipts must be obtained from the vendor and should include the following information:

- Amount of each item including tip
- Description of each item purchased
- Date
- Expense description
- Supplier/Vendor name including address and phone number

Receipts include payments made with cash, check, or credit card.

The following are **not** considered itemized receipts:

- Credit card statements
- Credit card slips/receipts that do not itemize the purchased items
- Bank statements

Air Travel

FCm Travel is NEA's official travel agency. When the Traveler is approved to travel by the sponsoring NEA department, contact FCm Travel at 866-811-8502 or via email at Arlington@corp.fcm.travel. With appropriate planning, air travel offers the greatest opportunity for significant cost savings to the NEA. Taking time to plan and book business travel well in advance is essential to achieving cost effective travel.

Questions and concerns about FCm Travel should be forwarded to Nina Price, NEA Conference & Facilities Management Dept., Suite 520 x7534 or Everett Lucas x7753.

Business travel is reimbursable at coach, super-saver or other economy fares. If the estimated cost of airfare exceeds \$500, Travelers must contact the sponsoring NEA department who will work with Conference and Facilities Management to minimize the cost or find reasonable travel alternatives.

The traveler's copy of the ticket (passenger "coupon") or e-ticket receipt including ticket number and cost must be attached to the voucher submitted. Airport parking for the period of the business trip is reimbursable (as is taxi fare should one choose not to drive to the airport and park, however taxi should not exceed cost of driving and parking).

Lodging

For lodging paid by the Traveler, NEA will reimburse at the single occupancy standard room rate or discounted rate, if available. Expenses for additional occupants are not reimbursable. If accommodations are provided on a

complimentary basis, no expense is incurred; therefore, no reimbursement will be allowed. Detailed receipts are required for all lodging expense reimbursements.

For lodging paid by NEA (direct billed), the Traveler must pay for any nights not authorized for payment as well as any incidental charges incurred for movies, bar tabs, etc., when checking out. When lodging is direct-billed, please indicate on the Direct-Billed lines on the Travel Expense Form.

Meals

A Traveler on business travel status requiring overnight stays will receive a daily per diem allowance based on the Government Services Administration (GSA) meal per diem rate for the travel destination. The per diem includes the cost of food, beverage and tip/gratuities. The following table shows the range of M&IE rates for locations in the continental U.S.

TOTAL	\$55	\$56	\$61	\$66	\$71	\$76
Breakfast	\$13	\$13	\$14	\$16	\$17	\$18
Lunch	\$14	\$15	\$16	\$17	\$18	\$19
Dinner	\$23	\$23	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5

Rates effective October 1, 2018 – September 30, 2019.

The applicable per diem rate is derived by locating the city and state or zip code of the business travel destination in online tables provided by the GSA. The following GSA link provides the applicable per diem rates for specified travel destinations.

<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

The per diem should be reduced by the applicable amount(s) shown in the table above for meals that have been provided at no charge to the traveler.

The first and last calendar day of travel should be calculated at 75 percent of the per diem amount.

Tips

The per diem includes the cost of incidentals such as fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. The Traveler will not be reimbursed separately for those items. However, if a Traveler has some equipment or other unusual items to be handled, reasonable gratuities may be allowed and should be explained on the Travel Expense Form.

Telephone/Internet

Expenses incurred for telephone for NEA related business communications while on travel status are reimbursable, and costs are to be identified and explained on the Travel Expense Form. NEA will also reimburse the Traveler for one reasonable-length personal call home each day while traveling on NEA business. When possible, Travelers should use their cell phones to avoid high fees charged by hotels.

Travelers on international travel must coordinate with the NEA Technology Help Desk prior to travel to ensure their telephone/internet service is provided at the lowest possible rate.

NEA will not reimburse the cost of telephone calls made on board an airplane, except in case of an emergency, and an explanation of the emergency must be provided on the Travel Expense Form.

Internet access will only be reimbursed if the request is authorized in advance. Travelers should find ways to access free internet service to avoid the high fees charged by many hotels.

Car Rental

All rental cars must be approved by NEA in advance of rental and is permitted only under special circumstances such as transportation for several people, distances traveled where cab fare would be excessive, etc.

For car rentals paid by the Traveler, the car rental receipt must be attached to the Travel & Expense Form as well as receipts for gasoline when submitting these expenses for reimbursement. An explanation for the purpose of car rental and why the rental car was the most cost effective alternative must be included on the Form.

For car rentals paid by NEA (direct billed), do not report the car rental amount or attach the receipt to the Form.

Personal Vehicle

The use of one's personal vehicle when traveling shall not result in additional expenses reimbursed as compared with the cost of travel by air (based on readily available discount fare). A Ground Cost Comparison Worksheet must be attached to the Form detailing the expenses incurred as compared with those that would have been incurred.

Mileage reimbursement is based on the current IRS established rate for miles driven in the traveler's own personal automobile. Mileage expenses for all Travelers must be supported by records that identify the dates of travel, locations traveled to and from as well as the number of total miles driven. All Travelers should use Google Maps or Map Quest (or similar app) and print out the details of the trip and attach it to the expense report to support the miles traveled.

Other Transportation

Other transportation includes shuttle service, taxis, bus and subway fare, and hired private vehicles (such as Uber and Lyft). Other reasonable transportation expenses may be reimbursed when actually incurred on business travel

to and from railroad, plane, bus terminals or meeting places if necessary. Transportation expenses incurred to dine at a restaurant of choice will not be reimbursed when alternative dining of closer proximity is available.

Travelers are required to submit receipts and **a point-to-point explanation is required for each item reimbursed**. All transportation expenses should be itemized on the Travel Expense Form.

Personal Property Losses

Reimbursement for damage, theft, or loss of personal belongings while on travel status should be pursued through available sources before it is sought from NEA. In the case of theft from a hotel room, or baggage lost or damaged by an airline, for example, the traveler should first seek to recover from the hotel or airline since they carry insurance for this purpose. A police report is to be obtained for all thefts. A copy of any police report and/or any insurance company reimbursement documentation should be submitted with all claims.

NEA does not consider it necessary for individuals performing their business activities to travel with valuable personal items such as expensive jewelry.

NEA will reimburse the traveler for damage, theft, or loss of personal belongings necessary to the business mission at their original cost less depreciation, less any insurance reimbursements (whether from other sources or the traveler's personal coverage). A statement documenting the details of the incident, signed by the traveler is to be submitted with the voucher.