



Section:	4. Travel
Subpart:	4.1. Funding
Policy No.:	4.1.1.
Title:	Travel Policy
Effective:	May 2007

Travel Policy

Purpose: This policy is issued by the National Conference on Weights and Measures (NCWM), Board of Directors to provide guidance to individuals requesting reimbursement for travel incurred while conducting business on behalf of NCWM.

Policy:

When conducting NCWM official business, travel must be conducted in the most cost-effective manner. Travel routing must follow the most direct practicable route. Reimbursement of expenses will be limited to the cost of reasonable, necessary, and cost-effective travel. Members traveling at NCWM expense to NCWM Interim and Annual Meetings are responsible for their own meeting registration fees.

Procedures:

NCWM representatives and committee members traveling on behalf of NCWM will be reimbursed for travel expenditures that are both reasonable and necessary. Procedures for authorizing travel and documenting expenses are designed to ensure adequate control over expenditures of NCWM funds. Requests for reimbursement of expenditures which do not comply with this policy will be denied.

A. Budget Approval

1. If travel has not been included in the NCWM Annual Budget, then prior approval must be obtained from the NCWM Chairman.

B. Transportation

1. Private vehicles may be used for official travel when determined to be cost beneficial. The maximum amount of reimbursement will be limited to the lowest cost of airline travel to the same destination over the same dates. Reimbursement for personal vehicle expenses will be made in accordance with the rates established by the Internal Revenue Service as allowable deduction, based on actual miles traveled. This rate is detailed in the following Rate Schedule adopted by the Board of Directors.
2. Airline travel cost will be reimbursed for regular coach fares. Non-refundable tickets are frequently available at substantial savings if purchased within specified time frames prior to travel. Travelers are encouraged to take advantage of such discounts when possible. However, travelers are responsible for exercising reasonable care and prudence in making the decision to purchase non-refundable tickets to ensure that no expense is incurred for a ticket which is not used.

3. Reimbursement for the use of rental vehicles will be limited to the most extreme situation. Reimbursement will be made only in situations of prior approval by the Chairman or designated representative.
4. NCWM will reimburse travelers for reasonable ground transportation costs. Reimbursement for expenditures requires a receipt.

C. Lodging

1. The majority of travel will be to destinations where group arrangements have been made for lodging. In instances where individual arrangements for lodging are being made by the traveler, government rates must be requested.
2. Lodging reservations frequently must be guaranteed. If a traveler finds they are not able to use a guaranteed reservation, the traveler is responsible for ensuring the reservation is either changed or canceled to avoid unnecessary charges. If the traveler does not use the reservation and has not changed or canceled it, NCWM will not reimburse the traveler for any resulting charges.

D. Meals and Individual Expenses

1. The cost of meals and incidental travel costs such as tips and personal telephone calls are reimbursed through the per diem rate established by NCWM Board of Directors. Because reimbursement is based on a per diem amount, such expenses should not be itemized on the travel reimbursement form. The current per diem rate is listed in the Rate Schedule adopted by the Board of Directors.
2. When the traveler is attending NCWM sponsored functions which include meals provided by NCWM, the per diem for the day should be adjusted as listed in the Rate Schedule.

RATE SCHEDULE

Current Federal Mileage Reimbursement Rate, available on the web at:
www.gsa.gov/portal/content/100715

Current per Diem: \$60.00 per day (includes tips)

Per Diem Adjustments:

Breakfast \$15.00

Lunch \$15.00

Dinner \$30.00

3. Meals are reimbursable on travel days under the following conditions
Breakfast – if leaving before 6:00 a.m.
Lunch – if leaving before 11:00 a.m.
Lunch – if returning after 2:00 p.m.
Dinner – if returning after 7:00 p.m.

E. Out-of-Country Travel

1. In instances involving out-of-country travel, NCWM will authorize travel expenditures with the established per Diem of the federal government.

STEP-BY-STEP PROCEDURES

1. Check with the NCWM Headquarters Office to see if your travel is approved.
2. Ask about any prior arrangements for travel for your group and/or committee.
3. Determine if you will be traveling by air or car.
4. Make your flight arrangements (prepayment is required).
5. Make your hotel arrangements (prepayment is required).
6. After travel, send all of your receipts with your completed Travel Expense Reimbursement Form to NCWM for reimbursement.

Form is available at: www.ncwm.net/policies