

NAPA TRAVEL EXPENSE REIMBURSEMENT POLICY

NAPA does not pre-pay expenses. Requests for reimbursement received more than 21 days after the expenses are incurred will NOT be reimbursed. Receipts are required for all costs to be reimbursed.

Regular Members Reimbursement

Under current policy each member of the Governing Council and each leader of a Special Interest Group is eligible for reimbursement for expenses related to the Spring and Fall meetings **for the days when NAPA business is conducted** (Board Meeting and General Meeting). The policy is as follows:

1. 50% of transportation costs for airfare (economy class 21-14 day advanced purchase) or rail;
2. 50% of two-days lodging **for the two days when NAPA business is conducted** (Fall Governing Council Meeting and Annual Business Meeting);
OR
50% of one-days lodging **for the one day when NAPA business is conducted** at the Spring Meeting
3. 100% reimbursement costs for other transportation costs such as airport transfers, taxi, local-in-city, mileage at .55 cents per/mile and parking (city of departure and/or meeting location).

Student Member Reimbursement

The elected Student Member of the Governing Council is eligible for reimbursement for expenses related to the Spring and the Fall annual meetings at the AAAs **for the days when NAPA business is conducted** (Governing Council Meeting and Annual Business Meeting in the Fall, Board Meeting in the Spring). The policy is as follows:

1. 100% of transportation costs for airfare (economy class 21-14 day advanced purchase) or rail;
2. 100% of two-days lodging at the hotel of the student's choice, at a rate not to exceed the single room rate at the meeting hotel;
3. Two days of meals at the AAA meetings, or one day of meals at the Spring Meeting, for the day(s) when NAPA business is conducted, at cost, up to the federal per diem rate for the city within which the meeting is held (no reimbursement for alcoholic beverages);
4. 100% reimbursement for other transportation costs such as airport transfers, taxi, local-in-city, mileage at .55 cents p/m and parking (city of departure and/or meeting location).

The student reimbursement is capped at \$1,400 for the budget year.