



NFRA Travel Policy  
Board Policy 2011-02

Drafted: Sept 30, 2011  
Approved by the Board:

**1. Purpose**

The purpose of the travel policy is to outline the process for the approval and reimbursement of travel expenditures for NFRA staff members.

**2. Travel Procedures**

- a. Authorization.
  - i. The Executive Director will keep the Chair of the Board informed of travel plans.
  - ii. Staff members shall request travel approval from the Executive Director as early as possible but no later than four (4) days in advance of travel.
  - iii. Travel expenses incurred on an unauthorized trip are not reimbursable.
- b. Economical rates. In making travel plans, all effort will be made to find the most economical rates for airfare and hotel rates. Travel shall be by regularly scheduled air carrier as appropriate and by the most economical means consistent with the planning time available and urgency of the trip. Travel routes will be chosen to minimize travel costs.
- c. Meals and incidental expenses. Per diem meals and incidental expenses (M&IE) will be reimbursed according the General Services Administration (GSA) rates for the location ( <http://www.gsa.gov> ).
- d. Vehicular Travel
  - i. Employees may use rental or private vehicles when traveling on NFRA business.
  - ii. Reimbursement mileage will be the mileage rate for a privately owned vehicle as established by the GSA.
- e. Other Allowable Expenses. The following are common Other Expenses.
  - i. Conference Fee – A purchase order should be issued to cover the conference fee. The conference registration form may be used as the invoice to make payment.
  - ii. Miscellaneous ground transportation – Ground transportation between business destinations is allowable. This includes transportation to and from airports or other transportation

terminals to lodging establishments and between lodging establishments and other official business destinations. Forms of transportation include taxis, shuttles, fixed rail, and buses. Travelers should exercise the “prudent person test” in selecting the most reasonable and practical form of transportation.

- iii. **Car Rental** – Renting a car may be allowable when circumstances make it impractical to use other means of transportation.
- iv. The following types of expenses may also be allowed: parking fees, internet and telephone fees, and excess baggage or mandatory baggage handling charges.