

General Personnel

Travel Terms and Conditions - Acknowledgment Form -

This document highlights key travel terms and conditions found in the NDSEC Travel Expense Procedures. The complete procedure document is located in the Policy Manual at **2:125-E4**. The Policy Manual is found on the NDSEC website (www.ndsec.org) under the Main Menu on the home page.

1. Air Travel

- a. To be made by the most direct and economical means available, but at no time for more than coach-class rates. The maximum allowable reimbursement for airline tickets is \$500 round trip.
- b. Every attempt will be made to book reservations with enough advance notice to receive the lowest possible fare. Most airlines usually have fare differentials based on 21-, 14-, and 7-day advance notice.
- c. Reasonable airport parking fees or taxi shuttle fares to the airport will be reimbursed. You are asked to be mindful of the differential between long term rates, daily rates, and hourly rates.

2. Hotel Reservations

- a. Hotel reservations are limited to moderate/standard rooms.
- b. Personal amenities, such as in-room movies and laundry/valet service are not reimbursable.
- c. NDSEC will not reimburse charges for alcoholic beverages, nor should any receipt show alcoholic beverages or inappropriate purchases.

3. Meals

- a. In the event meals are not provided, reimbursement will be limited to a moderate and reasonable cost. No reimbursement will be made for alcoholic beverages.
- b. In general, meals are to be reimbursed up to a maximum amount of \$30 per day for most locations, based on actual receipts submitted.
- c. Gratuities should be limited to 15% of the pre-tax bill.
- d. Original itemized receipts need to be submitted; a credit card swipe receipt will not be accepted.

4. Ground Transportation

- a. In all instances, the means of transportation chosen should represent the most economical and appropriate available.
- b. Taxi receipts require indication of origin, destination, and the business purpose of the trip.
- c. Try to rent a compact car. If a group of employees is traveling together, only one rental car for every four people will be reimbursed. *Additional insurance should be purchased if your personal insurance does not cover rented vehicles. To avoid a surcharge, car should be refueled prior to return.
- d. Other ground expenses, such as tolls and parking fees, are reimbursable.
- e. Parking costs are reimbursed at the actual cost incurred, within reason.

Reporting and Reimbursement Procedures

5. Expense Reports

- a. All travel expenses should be reported on the Request for Reimbursement form (p. 2 of Professional Development Request form) with original receipts and/or appropriate documentation attached.
- b. Expense reports shall be submitted within thirty (30) days of the program.
- c. Credit card swipe receipts will not be accepted.

I understand it is my responsibility to know and follow all travel expense procedures (2:125-E4).

Name

Signature

Date

Implemented: 12/2016