

DRAFT

Travel Reimbursement Policy

Board Members and Employees

It is the policy of NSITSP to provide reimbursement for employees and volunteer board members for pre-approved travel related expenses, including transportation, hotels, and food. These expenses must be reasonable and necessary, as well as job-related, and must be pre-approved in writing by the Executive Director or Board of Directors.

NSITSP will only reimburse for pre-approved travel related expenses when the employee provides documentation of the expense with receipts from purchases or other verifiable documentation.

Employees seeking reimbursement must complete the **Travel Reimbursement Request** form (located on the NSITSP file share area). The form must be fully and accurately completed, and submitted to the Executive Director. All receipts should be scanned and submitted with the form.

NSITSP will reimburse all pre-approved travel-related actual costs, such as hotel accommodations, transportation to and from the destination, including airline, train or bus tickets, taxicab fares, meals and gratuities etc. Employees and volunteers should travel at moderate air and hotel accommodations. Unless there are extraordinary circumstances, first-class airfare and luxury accommodations will not be reimbursed.

Who is eligible for reimbursement?

Board members, or NSITSP employees, may be reimbursed for activities when they are officially representing the society. For example, if a Board member attends a conference to speak on stage and represent the NSITSP, or to spend time in a “vendor booth” promoting the organization.

All Board members and employees are eligible for reimbursement when fulfilling their role at official NSITSP events.