

Travel Policy

North Carolina Preservation Consortium

This policy governs all travel necessary to conduct NCPC business, and applies to both the NCPC members and all other authorized NCPC representatives and contractual employees. These travel guidelines provide for payment of necessary and reasonable travel expenditures incurred while traveling on NCPC business. It is the intent of the policy that no one traveling on behalf of NCPC incurs a loss or profit from the required travel or be subjected to substandard accommodations or modes of travel. Those traveling on NCPC business are expected to make economical and practical arrangements. To insure that NCPC meets its fiduciary responsibility, all expenses must be supported by appropriate documentation attached to the NCPC travel expense form.

Exceptions to this policy may be made by the President, Treasurer, or Executive Director. A report of all exceptions will be provided to the Executive Committee at the next quarterly business meeting.

Travel Guidelines

Reimbursement for travel expenses will be in accordance with the following policies:

Airline travel: Economy or coach fares will be reimbursed. Also airport parking, shuttle, and taxi expenses.

Other public transportation: Minimum first class levels of accommodations for travel may be used; train, bus, etc. Also includes parking, shuttle, and taxi to and from public transportation terminals.

Private automobile: Travel by private automobile will be reimbursed at the current Internal Revenue Service mileage allowance rate, plus tolls and parking costs. The cost of gasoline is included in the mileage reimbursement rate. Oil, insurance premiums, repairs or other costs are not reimbursable; fines for automobile violations or personal misconduct are not reimbursable.

Rental vehicle: Travel by rental vehicle will be reimbursed if the fee is less than the cost of traveling by private automobile.

Hotel accommodations: NCPC representatives may avail themselves of first class, but not luxury hotels. Reimbursement for hotel accommodations will be made on the basis of reasonable costs incurred. Nonprofit and AAA discount rates should be obtained whenever possible. In all cases, original documentation (hotel bill or receipt) indicating payment has been made in full must be submitted for reimbursement.

Meals: Reimbursement for meals will be made on the basis of reasonable costs incurred up to maximum of \$50 per day. In all cases, either documentation (e.g., original receipt) or an itemization of costs (i.e., explanation of expenditure incurred, including nature or purpose of such expenditure and date) must be included. Expenditures for meals other than the traveler, such as those for the invitation of colleagues or associates for the purpose of discussing professional activities related to NCPC business should be fully documented or itemized and explained.

The following expenditures are not reimbursable:

Airline cost penalties due to changes in specially priced discount tickets or cancellation cost penalties unless at the request of NCPC.

Costs incurred for failure to cancel a trip or hotel reservation.

Lost or stolen tickets, cash or personal property.

Telephone calls not related to the conduct of NCPC business.

Expenses for attendance at the annual NCPC conference.

Travel Form and Receipts

The following items of expense, included on the travel expense form must be substantiated by original documentation.

Transportation costs:

- Airline ticket stubs
- Automobile parking and toll receipts
- Bus ticket stubs
- Railway ticket stubs
- Shuttle/Taxi fare receipts

Hotel costs:

- Itemized hotel bill

Meal costs:

- Meal receipts.

Other

- Official function receipts
- Registration fee receipts